MV-904SP (5-25)

Pennsylvania
Department of Transportation

BMV Fees

APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE

PLEASE ALLOW 4-6 WEEKS FOR DELIVERY **FEE REQUIRED**

(The space above is for Department use only)
Bureau of Motor Vehicles • PO Box 68266 • Harrisburg, PA 17106-8266

Please check (✓) the type of registration plate requested:

☐ Passenger Car, Truck, Motor Home: Tag Type: ___ ☐ Motorcycle: Tag Type: ___ Leased Vehicle: ☐ YES ☐ NO

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, there is a $2 fee is for each card. **Number of duplicate registration cards requested @ $2 each:_____.**

B TO BE COMPLETED BY ORGANIZATION OFFICIAL

NAME OF ORGANIZATION: *Mount St. Mary's University (DL)*

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

Street Address	City	State	Zip Code

C TO BE COMPLETED BY ORGANIZATION OFFICIAL - See special instruction 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 fee required.

Personalized special organization standard registration plates may contain up to **FIVE** letters or numbers in combination. 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. 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 | | | | | | **M** **T**

SECOND CHOICE | | | | | | **M** **T**

THIRD CHOICE | | | | | | **M** **T**

Personalized special organization motorcycle registration plates may contain up to **FOUR** letters or numbers in combination. 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. 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 | | | | |

SECOND CHOICE | | | | |

THIRD CHOICE | | | | |

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 _____

- PennDOT charges a Special Organization Issuance Fee. Participating organizations may charge an initial fee above the 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 _____.

NOTE: Special organizations with more than 2,000 organization registration plates may charge a renewal fee for authorization of or continued use of the special organization registration plate. This fee is separate from PennDOT's registration renewal fee. The renewal fee is at the organization's discretion and is not related to PennDOT.

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.
- To replace a lost, stolen or defaced registration plate that is damaged, but not beyond recognition, complete and submit MV-44, "Application for Duplicate Registration Card or Replacement of Lost, Stolen or Defaced Registration Plate," along with a photograph or tracing of the registration plate for identification purposes. A registration plate is considered to be defaced when the registration plate is damaged by a specific incident such as a traffic accident, cutting, scraping or damaged caused by intense cleaning or harmful chemicals. There is a fee to replace a defaced standard issue or specialty registration plate. If your registration plate is a personalized registration plate, it will be replaced with the same configuration as before at no cost. Personalized registration plates that are lost or stolen are not able to be replaced with the same configuration. If your personalized registration plate was lost or stolen, we will replace it with the same style of registration plate, however, customers will be required to select a new configuration. The registration plate will be produced with the new configuration if it is available. Please make sure to indicate that you are replacing a defaced personalized registration plate on the front of the MV-44. If an immediate replacement registration plate is needed while waiting for your replacement personalized registration plate, please complete and submit a second Form MV-44, and the replacement registration plate fee. A standard issue registration plate will be issued until the replacement personalized, lost or stolen registration plate can be provided. **NOTE**: The replacement personalized registration plate will take approximately 6-8 weeks to receive in the mail from the time PennDOT receives and processes the application. **NOTE:** The replacement standard issue registration plate will take 7-10 business days to receive in the mail from the time PennDOT receives and processes the application.
- To apply for a **free registration plate**, due to current plate being illegible, the vehicle owner should visit our website at www.pa.gov/dmv and take Form MV-46, "Application to Replace an Illegible Registration Plate," to any official Pennsylvania inspection station for verification that their registration plate is illegible OR have a law enforcement official verify the need for a replacement registration plate on Form MV-46. The vehicle owner is then responsible for signing and returning the completed Form MV-46 to PennDOT in order to receive a replacement registration plate free of charge. Your registration plate will be replaced with the next registration plate in the series and with the same style of registration plate you are replacing. If your registration plate is currently personalized, PennDOT will replace it with the same style and configuration as the registration plate you are replacing. If replacing your personalized registration plate, please attach a photograph or tracing of the registration plate for identification purposes. **If an immediate replacement registration plate is needed while waiting for your illegible personalized registration plate, please complete and submit Form MV-44, "Application for Duplicate Registration Card or Replacement of Lost, Stolen or Defaced Registration Plate," and the replacement registration plate fee. A standard issue registration plate will be issued until the replacement personalized registration plate can be provided. NOTE:** The replacement registration plate will take approximately 6-8 weeks to receive in the mail from the time PennDOT receives and processes the application. **NOTE:** The replacement registration plate will take approximately 7-10 business days to receive in the mail from the time PennDOT receives and processes the application. Please allow 8-10 weeks for delivery of personalized plates.
- To apply for a never received product, the vehicle owner should visit our website at www.pa.gov/dmv and complete Form MV-50, "Application for Replacement of a Never Received Product." By law, customers are entitled to a free reissuance of a product they never received if an application for a never received product is submitted within 90 days of the original issuance date. If a customer submits the application outside of the 90 days, the customer must submit the required fee for each never received registration card requested and the required fee for each never received registration plate requested, along with this application.
- 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, motorcycles and motor homes. **NOTE:** Motorcycle registration plates are only available if the organization has an approved motorcycle special organization registration plate.
- **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 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 PERSONALIZING YOUR SPECIAL ORGANIZATION REGISTRATION PLATE

- The registration on your vehicle must be current in order for PennDOT to process your request. There is a fee to personalize your special organization registration plate. **The additional 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.**
- 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.
- To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, www.pa.gov/dmv, and select Vehicle Services then Registration Plates and select Personalized Registration Plates. 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.
- Personalized 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 8 to 10 weeks for delivery of personalized special organization registration plate.

Visit us at www.pa.gov/dmv or call us at 717-412-5300. TTY callers — please dial 711 to reach us.