



VIRGINIA DEPARTMENT OF MOTOR VEHICLES SPECIAL LICENSE PLATE DEVELOPMENT PROCESS

Frequently Asked Questions

1. Can the sponsor pay the license plate fee for the applicant? No. The applicant is responsible for submitting the application and payment to the sponsor. If the organization wishes to absorb the cost, they may refund the applicant once they are in receipt of their new plates.
2. Can someone else complete and sign an application for a vehicle owner? No.
3. Does the sponsor collect the vehicle registration renewal fee? No. The sponsor must only collect the applicable plate and personalization fees.
4. Will the applicant pay for this plate every year? Yes. Usually the plate fee is annual.
5. On what motor vehicles can the applicant use this plate? The plate may be displayed on passenger cars, multipurpose vehicles (i.e. Jeeps, Blazers, and motor homes), vans, light duty/pickup trucks, and motorcycles.
6. Can this plate be used on a leased vehicle? Yes.
7. Can the applicant order a souvenir plate? No. Souvenir plates are not included as part of the required prepaid applications; however, souvenir plates will be available after DMV begins issuing the plates.
8. Can the applicant request the International Symbol of Access (ISA, AKA wheelchair) on this plate? Yes. The ISA symbol (which indicates disabled parking privileges) can be requested.
9. Can the applicant transfer his existing personalized license plate number to the new plate? Yes, as long as the plate number does not exceed the maximum characters assigned to the plate.
10. What if the applicant needs to update the application before it is processed (e.g., vehicle sold, address change, etc.)? The applicant should submit a new application along with a brief explanation to the sponsor. If the update is due to an address change, the sponsor should remind the applicant to contact DMV directly to process the change on the desired vehicle record (applicant may have multiple

vehicles).

- 11.** Can the application be submitted directly to DMV? No. During the plate development process, the initial prepaid applications must be sent to the sponsoring entity. At the appropriate time, the applications will be delivered to DMV.
- 12.** Can this plate be available for motorcycles? Yes. There may be an additional delay for plate development and production. Please visibly write "Motorcycle" at the top of your application.
- 13.** Will DMV process my vehicle registration renewal while issuing this new special plate? Yes, if the vehicle registration expires within two months. DMV will bill the applicant for payment.
- 14.** What happens if an application cannot be processed? DMV will send the applicant a refund to the mailing address on the customer record.
- 15.** What happens if the new personalization requested is not available? A standard production number will be issued and the applicant's \$10 personalization fee will be refunded to the mailing address on the customer record.
- 16.** What happens if the applicant has a multi-year renewal? DMV will bill the applicant for the annual plate fee and personalization (if applicable) on the extra year(s).
- 17.** What happens if the sponsoring entity is unable to collect the minimum prepaid applications needed to develop this plate? The sponsoring entity will refund each applicant.
- 18.** How will an applicant receive the new plates? DMV will mail a set of plates, year and month decals, and a new vehicle registration card to the address on the vehicle record.

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