MV-904SO (1-15)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dmv.state.pa.us

APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE

For Department Use Only
Bureau of Motor Vehicles • P.O. Box 68266 • Harrisburg, PA 17106-8266

Check One: Leased Vehicle: ❑ **YES** ❑ **NO**

NOTE: If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information," must be completed and attached. Form MV-1L is available on our website at www.dmv.state.pa.us.

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

Street Address - Must list a street address. P.O. Box # alone is not acceptable.	City	State	Zip Code	Telephone Number Home ( ) _____ Work ( ) _____

NOTE: In conjunction with replacement of your plate, you will receive one registration card. If additional registration cards are desired, the fee is $2 for each card. **Number of Duplicate Registration Cards Requested @ $2 each _____.**

B TO BE COMPLETED BY ORGANIZATION OFFICIAL

NAME OF ORGANIZATION

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

Street Address	City	State	Zip Code

C TO BE COMPLETED BY ORGANIZATION OFFICIAL *(See special instructions below.)*

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 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

GENERAL INFORMATION REGARDING A SPECIAL ORGANIZATION PLATE

- PennDOT charges an issuance fee of $25. Participating organizations may charge an additional fee above the $25 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 _____.
- Payment is to be made by check or money order payable to Commonwealth of Pennsylvania. **DO NOT SEND CASH. NO REFUND** of the fee will be issued when an applicant cancels a request after an order is placed.
- No special organization registration plate will be duplicated. If your plate is lost, stolen or defaced you will need to reapply for a special organization registration plate by completing this application and submitting with the appropriate fees. Should you need an immediate replacement plate, please complete and submit Form MV-44, "Application for Duplicate Registration Card, Replacement of Registration Plate, Renewal Sticker or Weight Class Sticker," with a fee of $11. A standard issued plate will be issued until the replacement special organization registration plate can be provided. (**NOTE:** Form MV-44 is available on our website at www.dmv.state.pa.us.)
- Requests for special organization registration plates are restricted to passenger vehicles, trucks with a registered gross weight of not more than **14,000 lbs.,** motor homes, and trailers**. Motorcycles do not qualify for special organization registration plates.**
- This application, completed in full, along with a check or money order should be mailed to: Bureau of Motor Vehicles, Special Organization Plate Program, P.O. Box 68266, Harrisburg, PA 17106-8266.
- When the applicant ceases to be a member in the organization or ceases to be a notary public as listed in Section B, the registration plate must be returned to PennDOT. Complete Form MV-44 and submit a fee of $11 for the issuance of a regular series registration plate.
- This special organization registration plate is issued in number sequence only and may not be personalized.
- All telephone numbers will be held in confidence and used only in the event of a problem with your application.
- 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 plate.

SPECIAL INSTRUCTIONS - SECTION C

- If the applicant is a notary applying for a notary public plate, the applicant's notary seal must be affixed in this section instead of an official's signature.

Visit us at www.dmv.state.pa.us or call us at:
In state: 1-800-932-4600 ◆ TDD: 1-800-228-0676 ◆ Out-of-State: 1-717-412-5300 ◆ TDD Out-of-State: 1-717-412-5380