



Application for Nonprofit Organization Specialty License Plate

Nonprofit Applicant	
Proposed specialty license plate name (limited to 25 characters)	
Organization name	
Organization membership in Texas (number of members)	Estimated number of plates to be sold in first year
Organization website	
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
Proceeds from the sale of this plate will be administered by (insert the Texas state agency name and division, if applicable):
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. No Yes Please detail:

Contact Information				
First Name	Last Name	Title		
Address	City	State	Zip	
Telephone	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 400+ existing specialty license plate designs. You may also contact the TxDMV directly by telephone at 512-374-5010.
2. **Explore design and marketing options.** You may contact My Plates, the state's specialty plate marketing vendor by telephone 888-769-7528 or online at [Access myplates website for more information](#). My Plates will provide you its application form if you choose to propose a specialty plate through its program. Do not use this form if entering into a contract with My Plates.
3. **Select a sponsoring state agency.** 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 the TxDMV is required to distribute \$22 to the sponsoring state agency, where the funds may be appropriated to the nonprofit organization. TxDMV will retain the remaining \$8 for administrative costs. If no state agency agrees to sponsor a plate, once approved, the proceeds will go to the TxDMV Fund.
4. **Submit the following documentation with your application:**
Formal Internal Revenue Service (IRS) certification of your organization's nonprofit status (on IRS letterhead). 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.
5. **Submit the following documentation, only if applicable:** Written permission if trademarked or intellectual property is used in your plate's design. A letter from the executive director of the sponsoring state agency indicating the agency is willing to receive and appropriate revenue from plate sales; that the 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 the TxDMV's system programming of the approved specialty license plate.

Mail your application to:

Texas Department of Motor Vehicles Special Plates Unit
4000 Jackson Avenue
Austin, TX 78731 or specialtyplates@txdmv.gov

Application Process

Following receipt of your completed application, the TxDMV will:

- Review your plate design to ensure it meets specifications and that 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 consideration 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 the TxDMV automated systems.
- Provide monthly reports of plate orders and revenue upon request.