

VIRGINIA DEPARTMENT OF MOTOR VEHICLES NEW SPECIAL LICENSE PLATE DEVELOPMENT

Frequently Asked Questions

General Questions

- 1. How much will this new special plate cost ?** Contact the sponsor organization for the cost of the non-personalized plate. A personalized plate will add an additional \$10 to that fee. If you are submitting a prepaid application to the sponsor in order to have this plate issued, there is no plate fee proration. Submit the full plate fee for the type of plate you are requesting (non-personalized or personalized)
- 2. Can the sponsor organization pay for all the applications?** No, the applicant is responsible for submitting the plate fee to the sponsor organization.
- 3. Can I submit my application directly to DMV?** No, during the new plate development process, the initial prepaid applications must be sent to the sponsor organization. Once the organization collects the required amount, the applications will be delivered to DMV.
- 4. Does the cost of this new special plate include my vehicle registration fees?** No, your registration fees are not included during the new plate development process. You must renew your current vehicle registration with the Virginia Department of Motor Vehicles when it is due. After DMV issues your new plate, the plate fee will be included in your next vehicle registration renewal.
- 5. Will DMV process my vehicle registration renewal while issuing this new special plate?** As courtesy, if your registration is within two months of expiration at the time we are issuing your new plates, DMV will renew your registration and bill you for payment.
- 6. Can I get this new special plate for my passenger car, multi-purpose vehicle, van or truck?** Yes, license plates are available for passenger cars, multipurpose vehicles (i.e. Jeeps, Blazers, and motor homes), vans and trucks weighing 7,500 lbs. or less.
- 7. Can I get this new special plate for my truck, weighing 7,501 lbs.?** No, these license plates are not available for trucks weighing 7,501 lbs. or more.
- 8. Can I put this new special plate on my lease vehicle?** Yes.
- 9. Can I get this new special plate for my motorcycle?** Yes, however, there may be an additional delay for plate development and production. Please visibly write in your request on the application.
- 10. Can I get a souvenir license plate?** Applications for souvenir plates cannot be included as part of the required prepaid applications submitted; however, souvenir plates will be available when the plates become available statewide.
- 11. I have the International Symbol of Access (ISA aka wheelchair) on my plate now, can I get one on this new special plate?** Yes, the ISA symbol is available for this license plate. Please visibly write in your request on the application.
- 12. What will this new special plate look like?** The sponsor organization creates and submits the design. Please note that the design is subject to change until officially approved by the Virginia Department of Motor Vehicles. Contact the sponsor organization for the proposed design.

- 13. How are the license plate numbers assigned?** The numbering system for special license plates is usually four numeric and two alpha characters for a series. Example: 1001ZZ – 9950ZZ or ZZ1001 – ZZ9950.
- 14. Can I personalize this new special plate?** Yes, you can personalize this plate. On your application, please indicate up to four choices, in order of preference, to increase your chances of receiving your request. The maximum number of characters on the license plate is six, if it has a logo. The DMV will review your choices and determine availability. As an applicant during the development process, if the character combination you requested and paid for is not available, you will receive a production issued number on your license plate and DMV will refund your \$10 personalization fee you submitted with your application.
- The combination of characters used to personalize your license plate must not violate DMV's personalized plate policy. The DMV reserves the right to refuse issuance of any combination of objectionable characters if they, in any way, carry a connotation that may be reasonably seen by a person viewing a license plate as 1) profane, obscene or vulgar in nature, 2) sexually explicit or graphic, 3) excretory related, 4) describing intimate body parts or genitals, 5) describing drug culture or use, 6) condoning or encouraging violence, 7) describing illegal activities or substances, or 8) socially, racially, ethnically offensive or disparaging.
- 15. If I already have a personalized plate and wish to put the same character combination on this new plate, what do I need to do?** Complete the application, check the box next to "transfer existing license plate", record the character combination in the boxes provided on the application, and submit the fees.
- 16. I submitted my application with payment but my information (i.e. mailing address, vehicle information) has changed. What should I do?** Send an updated application along with a brief explanation to the sponsor organization collecting the applications. Do not send your new application to DMV.
- 17. I submitted my application with payment, but since have sold and/or re-titled my vehicle. What should I do?** Send an updated application along with a brief explanation to the sponsor organization collecting the applications. Do not send your new application to DMV.
- 18. Will I receive a refund if the sponsor organization is unable to collect the minimum prepaid applications needed to develop this plate?** Yes, you will receive a full refund.
- 19. How long will it take to receive my new special plates?** It takes up to nine months after DMV receives the applications (between July 1st and July 30th of the year of authorization).
- 20. How will I receive my new plates?** DMV will mail your new plates to the address on your DMV customer record. If you changed your address, please contact DMV to update your customer record. Your order will include one set of plates – one for the front and back of your vehicle, year and month decals, and a new vehicle registration card.
- 21. What should I do with my old plates?** Upon receipt of your new license plates, please return your old ones to any DMV location. Also, if your plate number has changed, be sure to notify your insurance company of your new vehicle plate information and update your EZ-Pass account, if you have one.
- 22. Why did I receive a bill from DMV?** You may receive a bill from DMV if your vehicle registration was renewed, as stated in #5 above, or if you have a multi-year registration and you submitted a plate fee for only one of those years. If these reasons do not apply, contact DMV at (804) 367-9711.

Completing the License Plate Application (VSA 10)

- 23. Can the sponsor organization submit an application on my behalf?** No, you must complete and sign the application.
- 24. When do I check the box for Transferring Existing License Plate?** Check this box if you would like to put your current plate number on your new plate.
- 25. If I keep my existing license plate number, must I pay the personalize plate fee?** Yes. The fee for personalization is \$10 annually, in addition to the cost of the plate.
- 26. Do I check the “SPECIAL INTEREST” box?** Yes, and write the name of the plate on the line.
- 27. When do I check the PERSONALIZED PLATES box?** Check this box when you want a new personalized plate number.
- 28. How many choices must I list?** Up to four. Listing four choices increases your chances of obtaining the plate number you request.
- 29. How do I fill out the APPLICANT INFORMATION section on the application?** Use your current vehicle registration card and transfer the information on to your application. If the information on the card is out-dated, please contact DMV to update the vehicle record.
- 30. I just bought a new car and I do not have a title number yet, what should I do?** If possible, wait until you receive your metal plates, than transfer the information from your registration card and submit your application. Alternatively, submit the completed application without the Vehicle Title Number and provide it later.
- 31. Can someone else complete and sign my application?** No.
- 32. Can I submit payment by credit card?** No, you cannot submit payment by credit card unless the sponsor organization has the means to process your credit card payment.
- 33. Can the sponsor organization pay for my plates?** No, to maintain the integrity of the Program, the payment should be submitted by the applicant along with the application.
- 34. Can the sponsor organization modify the License Plate Application (VSA 10)?**
Only slightly, the back of the application may house pertinent information about the new plate. In addition, the Purpose and Instructions on the front at the top may be altered.

For further information, please contact DMV License Plate Development:
E-mail: carolyn.easley@dmv.virginia.gov
Phone: (804) 367-0368
Fax: (804) 367-1096
Mail: Virginia DMV
License Plate Development – Room 423
P.O. Box 26668
Richmond, VA 23261-6668

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