



# Thaddeus Stevens

College of Technology



## *Specialty License Plate Application*

### **Applicant Information**

- Personalized Plate  
 Non-Personalized Plate

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Application Process:**

1. Complete the information above
2. Complete the included PennDOT Application. This will give PennDOT the information they need to issue your new plate and transfer your car registration to the new plate.
3. Payment  
 Personalized Plate - \$190.00  
 Non-Personalized Plate - \$50 (You will get the next number in production)  
Send your check (payable to Thaddeus Stevens Foundation) with the application. We will then forward payment and application to PennDOT.
4. Send this form, PennDOT form, and Payment to:  
Beth Valentin  
740 E. End Ave.  
Lancaster, PA 17603  
Phone: 717-753-0263  
Email: [valentin@stevenscollege.edu](mailto:valentin@stevenscollege.edu)

Applications for specialty plates will be processed and sent to PennDOT the first week of each month.



## 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 of \$13 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.dmv.pa.gov](http://www.dmv.pa.gov) 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.dmv.pa.gov](http://www.dmv.pa.gov) 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 \$2 for each never received registration card requested and \$13 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 of \$13 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. The fee to personalize your special organization registration plate is an additional \$128. **The additional \$128 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.dmv.pa.gov](http://www.dmv.pa.gov), and select Plate Availability from the list of services under the Online Services heading. 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.dmv.pa.gov](http://www.dmv.pa.gov) or call us at 717-412-5300. TTY callers — please dial 711 to reach us.