

## Helpful information to read prior to filling out forms:

- Do **NOT** send your completed forms to PennDOT. Doing so will delay delivery of your license plate.
- Please note, all application information must match the vehicle on which the plate will be displayed. The purchase of a new vehicle while the application is in process will void that application.
- If you have trouble downloading or printing the forms, call 877-778-7467 or email [pennstateplate@psu.edu](mailto:pennstateplate@psu.edu) to request that hard-copy forms be mailed to you.
- The plate featuring the oval lion (shown on Penn State plate) is *only* available in Pennsylvania at this time.
- A qualified mother vehicle is *less* than 9,000 pounds and is *not* a motorcycle.
- **Delivery time:**
  - Non-personalized = 6-8 weeks
  - Personalized = 12-14 weeks**(Please allow up to the number of weeks listed above to elapse before checking on the status of your plate)**
- Please be sure to review that all areas of your application and payment form is filled out correctly, completely and signed where needed. Failure to have all information filled out accurately will delay processing of your plate.

## To purchase a Penn State license plate (PA only):

1. Download the [application forms](#).
2. Fill out both forms.  
**(Be sure to sign the application form or your application cannot be processed)**
3. If paying by check, please make check payable to:  
**"Penn State University"**
  - Non-personalized price \$181.00
  - Personalized price \$285.00



If paying by credit card, please be sure to fill out all required information found on the payment form.

4. Mail the application, payment form, and check (if paying by check) to:

Penn State Alumni Association  
Penn State License Plate Program  
Hintz Family Alumni Center  
University Park, PA 16802



*Please complete one form for each license plate purchase.*

**PURCHASER'S CONTACT INFORMATION**

The receipt for your \$149 tax deduction will be sent to purchaser, even if they are not the registered owner of the vehicle.

Name:

\_\_\_\_\_

*First* *Middle*

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\_\_\_\_\_

*Last* *Maiden*

Address:

\_\_\_\_\_

*Street*

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\_\_\_\_\_

*City* *State* *Zip*

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

Are you a Penn State graduate?  Yes  No Grad year/college: \_\_\_\_\_

This license plate is for me.

This is a gift for (name on Specialty Plate Application): \_\_\_\_\_

**PAYMENT INFORMATION**

I have enclosed a check or money order in the amount of \$181 payable to "Penn State" or \$285 for a personalized plate.

Please charge  \$181  \$285 for a personalized plate to my  Visa  MasterCard

Discover  American Express

\_\_\_\_\_

*Card Number* *Expiration Date (Month/Year)*

\_\_\_\_\_

*Name as it appears on card* *CVV/CID Number\**

\_\_\_\_\_

*Signature on card*

*\*For Visa, Mastercard and Discover, the CVV number is the last three digits on the Signature Panel on the back of the card. For American Express, the CID number is the four-digit code on the front of the card above the 15-digit account number.*

**PLEASE MAIL THIS PAYMENT FORM TOGETHER WITH SPECIALTY PLATE APPLICATION FORM TO:**

Penn State Alumni Association  
Penn State University Plate  
Hintz Family Alumni Center  
University Park, PA 16802

**OR FAX (credit card payments only) THIS PAYMENT FORM TOGETHER WITH SPECIALTY PLATE APPLICATION FORM TO:**

814-865-6662



APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE (PLEASE ALLOW 4-6 WEEKS FOR DELIVERY)

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

A VEHICLE DESCRIPTION AND APPLICANT INFORMATION - Complete this section exactly as information appears on current registration card. Fields include Title Number, Registration Plate Number, Expiration Date, Make of Vehicle, Year, Last Name, First Name, Middle Name, PA DL/Photo ID# or Bus. ID#, Date of Birth, Telephone Home/Office, Street Address, City, State, Zip Code. Includes a note about duplicate registration cards.

B TO BE COMPLETED BY ORGANIZATION OFFICIAL. NAME OF ORGANIZATION: Penn State University (DN). Name of Organization, Chapter, Post, Lodge, Employer, etc.: Penn State Alumni Association. Street Address: Hintz Family Alumni Center. City: University Park. State: PA. Zip Code: 16802.

C TO BE COMPLETED BY ORGANIZATION OFFICIAL - See special instructions on reverse. I certify that the individual named in Section A is a member in good standing of the organization listed in Section B. Geoff Conrad, Associate Director. Includes fields for NAME OF ORGANIZATION OFFICIAL, TITLE, and SIGNATURE.

D OPTIONAL PERSONALIZATION REQUEST - NOTE: Additional \$104 Fee Required. Personalized registration plate choices may contain up to FIVE letters or numbers in combination. ONLY one hyphen or space is permitted. Includes three choice boxes with pre-printed 'P' and 'S' characters.

E 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. Includes lines for APPLICANT'S SIGNATURE IN INK and DATE.

## 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.
- **The applicant listed in Section A must be a registered owner of the vehicle as indicated on the vehicle's registration credential.** If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information," must be completed and attached. (**NOTE:** Form MV-1L is available on our website at [www.dmv.pa.gov](http://www.dmv.pa.gov).)
- PennDOT charges an issuance fee of \$26. Participating organizations may charge an additional fee above the \$26 PennDOT fee. The organization fee is \$ 155.00. Therefore, the total fee due with this application is \$ 181.00. Fees must be made payable to the organization name of Penn State University.
- 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 it with the appropriate fees. Should you need an immediate replacement registration plate, please complete and submit Form MV-44, "Application for Duplicate Registration Card, Replacement of Registration Plate or Weight Class Sticker," along with a fee of \$11. A standard registration 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.pa.gov](http://www.dmv.pa.gov).)
- 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 and motor homes. **Motorcycles do not qualify for special organization registration plates.**
- **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 \$11 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 applying for a Fraternal Order of Police registration plate, the PA State Lodge Seal and the PA State Lodge Recording Secretary signature must be affixed to this application.

### IF PERSONALIZING YOUR SPECIAL ORGANIZATION REGISTRATION PLATE

- Personalized special organization registration plates may contain up to **FIVE** letters and numbers in combination. **NOTE:** A preprinted letter configuration will follow your personalized configuration on your registration plate and cannot be changed.
- If a hyphen or space is used as part of the registration configuration, it counts as one of the available spaces for personalization. Only one hyphen or space is permitted, but not both. **NOTE:** No additional special characters are available.
- When requesting a numeric character of zero, please list as "0" instead of the alpha character of "O".
- PennDOT reserves the right to limit or reject requests.
- 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 \$104. **The additional \$104 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.**
- 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.
- Personal 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 eight to 10 weeks for delivery of personalized special organization 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.