



DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

APPLICATION FOR APPROVAL OF GROUP PLATES FOR INSTITUTIONS OF HIGHER EDUCATION AND NON – PROFIT GROUPS

REFER TO INFORMATION ON BACK

Evidence that supports group qualification must be **attached** to this application. Evidence must consist of:

- a. Any estimates the group may have for the sale of plates for the group during the next 12 months and information on which the estimates are based.
- b. If this is a non-profit group, written documentation that the group is registered with the Internal Revenue Service (IRS); (must include a federal identification number or IRS identification number for the 501(c)(3) non-profit corporation or foundation).
- c. If words (or logo, for institutions of higher education) appearing on the plate (as listed below) are covered under trademark or copyright laws, written permission that the group has authorization to use these words (or logo) on an Oregon registration plate.
- d. Applicable fees to cover any costs DMV may incur to begin issuing the plate; (i.e., vendor fees and computer programming cost). Call (503) 945-5130 for information regarding current costs.

NAME OF GROUP	IRS EMPLOYER IDENTIFICATION NUMBER
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THIS GROUP IS:

AN INSTITUTION OF HIGHER EDUCATION
 AUTHORIZED BY AN INSTITUTION OF HIGHER EDUCATION
 NON – PROFIT

CURRENT OFFICERS / OFFICIALS - (REFER TO INFORMATION ON REVERSE)

NAME	ADDRESS	DAY PHONE NUMBER
NAME	ADDRESS	DAY PHONE NUMBER

ACCOUNT INFORMATION

PROCEEDS SHOULD BE DEPOSITED INTO THE FOLLOWING ACCOUNT NAME:

BANK/FINANCIAL INSTITUTION

ADDRESS	ACCOUNT NUMBER (PLEASE ATTACH VOIDED CHECK)
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I ESTIMATE THAT DMV SHOULD ORDER SETS OF PLATES TO BE SOLD WITHIN 12 MONTHS OF ISSUANCE.
 (MINIMUM ORDER IS 1,000 SETS)

PLATE DESIGN

Words or initials which should be printed on the plate naming or describing the group. Characters A – Z and 0 – 9 may be used. (If logo is being requested, attach a color copy, camera ready separations and digital file.)
 (See example plate on reverse)



I certify the information on this application is true and correct. If the words, (or logo, if institution of higher education) chosen are covered by trademark or copyright laws, I certify that my group has permission to use these words on a registration plate. This group meets the qualifications of a group as described on reverse. I understand it is a crime, under ORS 803.385, to certify the truth of a statement when I know the statement is not true. Such a crime is punishable by a jail sentence of up to 1 year, a fine of up to \$6,250, or both.

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF GROUP X	DATE
SIGNATURE OF HEAD OF INSTITUTION (SEE INFORMATION ON REVERSE) X	TITLE DATE

To Qualify for group plates to be issued, the group must be:

- An institution of higher education * ; or
- Representing an institution of higher education to obtain group plates for that institution; or
- A non-profit group that is registered with the IRS as a 501(c)(3) non-profit corporation or foundation.
- An eligible non-profit group shall be physically located in Oregon or have a chapter that is physically located in Oregon.

* Institution of higher education means a post secondary institution that has been awarded, and currently holds, accreditation by the respective commissions of one of the accrediting associations.

NAMES OF OFFICERS/OFFICIALS

- If the group is an institution of higher education, list the name and address of the official authorized to speak on behalf of the institution on matters affecting group plates.
- If the group is authorized by an institution of higher education, list the name and address of the current directors or officers of the group, and the person authorized to speak for the group on matters affecting group plates.
- If the group is a non-profit group, list the name and address of the current directors or officers of the group, and the person authorized to speak for the group on matters affecting group plates.

All groups must notify DMV anytime there is a change in the name or address of the person(s) authorized to speak for the group on matters related to group plates.

If the group is an authorized representative of an institution of higher education, the institution shall notify DMV if for any reason the group ceases to have authorization to act on behalf of the institution on matters affecting group plates.

ACCOUNT INFORMATION

A surcharge will be collected by DMV upon sale of these plates. Groups may specify an account into which the net proceeds from the sale of the plates should be deposited. If no account is specified (i.e., this area is left blank), DMV will deposit the proceeds into the Passenger Rail Transportation Account. If your group chooses to receive the net proceeds from the plates, you must attach a voided check from the account into which these proceeds may be electronically deposited.

PLATE ESTIMATE

Estimate the number of sets of plates that DMV can expect to sell within the first 12 months. In order to qualify to have your group plate approved, you must provide evidence that DMV can reasonably expect to sell at least 1,000 sets of your group's plate within the first 12 months. In addition, if at least 500 sets of plates are not sold or renewed annually, DMV will cease manufacturing additional plates. DMV may set a maximum number of sets that can be ordered at any one time, due to storage limitations.

PLATE DESIGN

Provide the word(s) or initials which are to appear on your group's plate. These words must name or describe your group and may not contain expressions of political opinion or religious belief. Words must fit into approximately a 3" x 3" area. Readability becomes difficult for letters less than 1/2" tall and for words with more than 8 characters. A institution of higher education must supply a color copy of the logo plus camera ready separations and a digital file.

SALE OF PLATES

Any individual eligible for registration will be allowed to apply for the group plate.

FEES

Each group must pay an application fee of \$10,000 in addition to any costs DMV may incur for vendor costs or computer programming prior to creating or issuing the group plate. If 1,000 sets of plates are purchased within the first 12 months that the plates are available for sale, DMV will refund the \$10,000 application fee. For current costs, call (503) 945-5130.

SIGNATURE OF HEAD OF INSTITUTION *

A signature in this area authorizes the group to apply for group plates and to make group plate related decisions on behalf of the institution, including, but not limited to:

- a. Determining where any applicable funds generated from the sale of group plates are to go; and
- b. Working with DMV on what information will be placed on the plates to name or describe the group.

* In lieu of a signature in this area, DMV may accept a statement on institution letterhead granting the above authorizations, signed by the head of the institution.

SUBMITTING APPLICATIONS

Mail the completed application, fees and documentation to:

**DMV Vehicle Mail 2
1905 LANA AVE NE
SALEM OR 97314**

Group plates are manufactured on the blue sky "tree" plate and contain a generic plate configuration of 4 letters. This is an example of what the plate will look like.



If you have any questions about completing the application or the group plate program, you may contact Vehicle Mail at: (503) 945-5130.

Do NOT submit this application to your local DMV office.