

**Individual Request for the Manufacture of a
Special License Plate Commemorating an
Association, Group, Institution, or Organization**

For State Use Only
Approved:
Denied:

Important: Before completing this application, please read all of the information contained on this form and the instructions. The word "Organization" shall mean the applicable Association, Group, Institution or Organization, the word "Department" shall mean the Georgia Department of Revenue and "MVD" shall mean the Motor Vehicle Division. This form must be typed or printed legibly by-hand in blue and black ink in the vehicle owner's full legal name, showing their valid Georgia driver's license and signed by the vehicle owner. If the vehicle is jointly owned, each owner's full legal name, signature and Georgia driver's license or Georgia identification card number is required. A natural person's full legal name is his or her complete name as it appears on his or her valid Georgia driver's license or Georgia identification card.

(Owner #1 - Full Legal Name - First Middle & Last Name)	(Valid GA Driver's License #)			
(Owner #2 - Full Legal Name - First Middle & Last Name)	(Valid GA Driver's License #)			
(Street Address)	(City)	(State)	(Zip)	(County Name)

Submit this completed application to the Organization together with a check or money order payable to the Organization. **Please do not remit cash!** A separate application and fee is required for each license plate being requested. **Note:** Before the Organization can accept individual applications and/or manufacturing fees, they must gain prior approval from the Commissioner of the Department of Revenue.

Please enter the name of the Organization for which you are requesting a commemorative license plate. Mail or deliver this completed application to the Organization with your check or money order for the \$25.00 manufacturing fee during the established application period for commemorative license plates that is January 2 through July 31 of the year before the license plates are to be issued.

(Name of Association/Group/Institution/Organization)				
(Street Address)	(City)	(State)	(Zip)	(Daytime Phone Number)

I/we request the manufacture of a special license plate commemorating the Organization whose name has been entered above. I/we understand that a refund will not be made if I/we later decide we do not want this license plate or I/we become ineligible for it, i.e. become a resident of another state, etc. I/we also understand that this license plate requires the following fees and taxes annually in addition to the \$25.00 manufacturing fee: \$25.00 special license plate fee, \$20.00 registration fee, and motor vehicle ad valorem tax that may be due. I/we understand that the Organization is not acting as an agent of the State of Georgia. Payment of the manufacturing fee to the Organization does not constitute payment to the State of Georgia. These license plates will not be manufactured unless MVD receives at least 1,000 applications with one payment (certified check or money order payable to the Department of Revenue for the total manufacturing fees due for the number of applications being submitted) by July 31 in the year before the license plates are to be issued.

(Signature of Owner #1)	(Date)
(Signature of Owner #2)	(Date)

Instructions for Completing an Individual Request for the Manufacture of a Special License Plate Commemorating an Association, Group, Institution, or Organization, Form MV-9Q

Any motor vehicle owner who is a resident of the State of Georgia desiring a special license plate commemorating a Georgia Organization may apply for such a license plate by complying with the following instructions:

Important: An Organization must obtain **prior** approval from the Commissioner of the Department of Revenue **before** they can accept applications and/or manufacturing fees from individual applicants.

- I. Type or print legibly by-hand in blue or black ink in the registered owner's full legal name.
 - A. A natural person's full legal name is his or her complete name as it appears on his or her valid Georgia driver's license.
 - B. For natural persons, enter each registered owner's full legal name and valid Georgia driver's license number.
 - C. Enter the registered owner's current address and Georgia county of residence.
 - D. Enter the name and address of the Organization for which you are requesting a commemorative license plate.
 - E. Each registered owner must sign this completed form.
 - F. A separate application and manufacturing fee is required for each license plate being requested.
 - G. Commemorative license plates will not be issued to vehicles weighing in excess of 14,000 pounds.
 - H. You cannot request special numbers and/or alpha characters. The Commissioner of DOR is authorized to create combinations of letters and/or numbers for license plates that serve the primary purpose of uniquely identifying vehicles driven on public streets and highways. The Commissioner has the right to abridge the name of the organization based on space limitations and shall approve the design of the license plate.
- II. Mail or deliver the completed MV-9Q application to the Organization with your check or money order payable to the Organization for the manufacturing fee, \$25.00 for each application, during the established application period for commemorative license plates, which is January 1 through July 31 in the year before the license plates are to be issued. A separate MV-9Q application and manufacturing fee is required for each license plate being requested.
- III. The Organization shall hold all applications until they receive the required number of applications (1,000) and manufacturing fees, \$25.00 per application.
- IV. Once receiving the required number of applications, the Organization shall mail or deliver the applications to the Director of MVD together with one (1) certified check or money order payable to the Department of Revenue for the total manufacturing fees due. These applications and payment must be received by MVD by no later than the deadline, July 31 of the year before the license plates are to be issued.
- V. If the required number of applications and manufacturing fees are not received, the Organization shall, in compliance with state law, refund all manufacturing fees received to the applicants by August 31 in the same year the fees were received.
- VI. After the requirements for the manufacture of these commemorative license plates have been met, the Special Tags Unit of MVD will mail the individual "approved" applications, Form MV-9Q, to the registered owner prior to their registration period.
 - A. In the majority of counties, a natural person's registration period is the thirty-day- (30) period of time ending at mid-night on the primary owner's birthday. Check with your County Tax Commissioner's office for your registration period.

B. The primary owner is the owner whose name is shown first on the vehicle's registration certificate, a/k/a tag receipt.

VII. By completing, signing and submitting the MV-9Q application, the applicant acknowledges the following:

A. Special license plates commemorating the Organization will **not** be manufactured unless MVD receives the required number of applications and manufacturing fees by July 31 in the year before the license plates are to be issued:

B. Once the license plate has been manufactured, the manufacturing fee will not be refunded even if the applicant decides that they do not want the license plate or they become ineligible for it, i.e., become a resident of another state, etc.

C. Each commemorative license plate is subject to the following fees and taxes:

1. \$20.00 annual registration fee;
2. \$25.00 annual special license plate fee;
3. \$25.00 manufacturing fee; and,
4. Any motor vehicle ad valorem tax that may be due.