

**Instructions for Making Application
for Creation of a Specialty License
Plate Design for an Organization**

1. Complete an Application for Creation of a Specialty License Plate Design for an Organization. Complete the Certification portion in full, sign in front of a notary public and submit to the DMV with the following items:
 - A copy of the organization's articles of incorporation and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
 - A copy of the organization's charter or bylaws and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
 - Any Internal Revenue Service rulings of the organization's nonprofit tax-exempt status and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
 - A copy of a certificate of existence on file with the Secretary of State under the Nebraska Nonprofit Corporation Act for the organization and, if the organization consists of a group of nonprofit corporations, a copy for each organization.
2. Wait for certification to be received from the DMV. This may take up to four weeks.
3. Upon receipt of notification of DMV certification, an electronic version of your plate design must be submitted to the DMV (if one was not submitted with application). The design must be submitted a minimum of 12 weeks prior to submission of submission of 250 pre-paid applications.
4. Upon receipt of notification of approval of plate design, submit a minimum of 250 prepaid applications from individuals for purchase or your organization's specialty plate. Applications must be submitted with one payment for a minimum of \$17,500 (\$70 per application).

Application for Creation of a Specialty License Plate Design for an Organization

An organization meeting the requirements enumerated below and submitting this properly completed application along with the required documents may be certified for the creation of a specialty plate design honoring their organization.

The DMV will certify/deny applications within four weeks of submission.

Organization Name _____	Phone Number _____
Address _____	City, State, Zip _____
President/Director Name _____	Email _____

Certification

On behalf of the above-named organization, I certify the following (check all boxes that apply):

- The organization is a nonprofit corporation or a group of nonprofit corporations with a common purpose.
- The primary activity or purpose of the organization serves the community, contributes to the welfare of others, and is not offensive or discriminatory in its purpose, nature, activity, or name.
- The name and purpose of the organization does not promote any specific product or brand name that is on a product provided for sale.
- The organization is authorized to use any name, logo, or graphic design suggested for the design of the plate.
- No infringement or violation of any property right will result from such use of such name, logo, or graphic design.
- The organization will hold harmless the State of Nebraska and its employees and agents for any liability, which may result from any infringement or violation of a property right based on the use of such name, logo, or graphic design.
- At least 250 prepaid applications from individuals wishing to purchase this organization's specialty license plate will be submitted upon receiving notice of certification of this new license plate from DMV.
- All documentation as detailed on page 2 of this application is attached.

Under penalty of law, the undersigned affirms the information contained in this Application is true and correct and the attached documentation are true and accurate copies of the originals.

Signature President/Director: _____ Date: _____

State of _____ County of _____ The foregoing signature of the applicant was acknowledged before me this _____ day of _____, _____ <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Notary Public My commission expires on _____ <div style="text-align: right; font-weight: bold; margin-top: 10px;">SEAL</div>	Send completed application, copy of current bylaws and membership list to: <div style="text-align: center; margin-top: 20px;"> Nebraska Department of Motor Vehicles Driver and Vehicle Records Division 301 Centennial Mall South P.O. Box 94789 Lincoln, NE 68509-4789 </div> For questions related to this application please contact this office at 402.471.3918.
--	--

PLEASE READ CAREFULLY

The following documents must be submitted with this Application for Creation of a Specialty License Plate Design for an Organization:

- A copy of the organization's articles of incorporation and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
- A copy of the organization's charter or bylaws and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
- Any Internal Revenue Service rulings of the organization's nonprofit tax-exempt status and, if the organization consists of a group of nonprofit corporations, a copy for each organization;
- A copy of a certificate of existence on file with the Secretary of State under the Nebraska Nonprofit Corporation Act for the organization and, if the organization consists of a group of nonprofit corporations, a copy for each organization.

IMPORTANT: Two hundred fifty prepaid applications for the organization specific license plates must be submitted after DMV's certification of the specialty license plates for this organization.

PROCESS OVERVIEW

The DMV will accept applications on an on-going, continuous basis. Upon receipt of the application an acknowledgement of receipt or a request for additional information/documentation will be forwarded to the address on the Application.

Certification/denial of the applications will occur within four weeks of receipt.

An electronic version of the suggested design of the license plate may either be submitted at the time of application or after certification. The design must be submitted at least 12 weeks prior to submission of the 250 pre-paid applications.

Upon certification of an organization, the organization shall gather and submit to the DMV 250 pre-paid applications for the organization-specific specialty license plates. The individual applications must be submitted with one check from the organization for the total amount (\$70 per plate, a minimum of \$17,500). Upon receipt of the 250 applications and fee an organization's specialty license plate design will be opened to the public for purchase.

Application for Organizational License Plates

§60-3,104.02

This application is included with an Application for Creation of a Specialty License Plate Design for an Organization.

Applicant Information:

Registered Owner's Name _____ Email Address _____ Daytime Phone _____

Address _____ City _____ State _____ Zip _____

IMPORTANT: Applicant's name must appear on the Nebraska Certificate of Title or, in the event the vehicle is leased or non-resident military, the registration of the vehicle. Non-resident military must include a copy of their registration with this application.

Vehicle Information: Motor Vehicle Motorcycle/Autocycle Trailer Semitrailer Cabin Trailer

VIN _____ Current Plate Number _____ Title Number _____

County of Registration _____ County # _____ If resident of Douglas County, office location (see instructions) _____

Is vehicle leased? Yes No
Lessor _____

Motor vehicles, motorcycles/autocycles, trailers, semitrailers and cabin trailers are eligible for an Organizational License Plate.

Fee: \$70.00

Name of Organizational Plate design for which this application is submitted:

Note: Plates will not be ordered until the requesting Organization has been certified and the DMV has received the minimum number of prepaid applications required to proceed.

_____ Date

_____ Signature of Motor Vehicle Owner

This application is submitted by the Organization requesting creation of the plate design, along with the appropriate fee, as part of the Application for Creation of a Specialty Plate Design for an Organization process. Questions may be addressed to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
P.O. Box 94789
Lincoln, NE 68509-4789
402.471.3918
www.dmv.ne.gov

Please Read Carefully

Applicant Information: Provide the name of the registered owner of the vehicle indicated in the Vehicle Information portion of the application.

Vehicle Information: Applicant must have a Nebraska issued title in their name on the vehicle. Two exceptions to this requirement are leased vehicles and non-resident military. For leased vehicles the leasing company must have obtained a Nebraska title in their name for the vehicle and the applicant must indicate the vehicle is leased and provide the name of the leasing company. Non-resident military must provide a copy of vehicle's current registration. Applicant's applying for organizational license plates on more than one vehicle must submit a separate application for each vehicle.

Office Locations for Plate Pick-Up for Douglas County:

<u>North</u>	<u>South</u>	<u>Midtown</u>	<u>Millard</u>	<u>Maple</u>
4606 N 56 th St, Ste 102 Omaha, NE 68104	4204 S 50 th St Omaha, NE 68117	411 N 84 th St Omaha, NE 68114	5730 S 144 th St Omaha, NE 68137	15335 W Maple Omaha, NE 68116

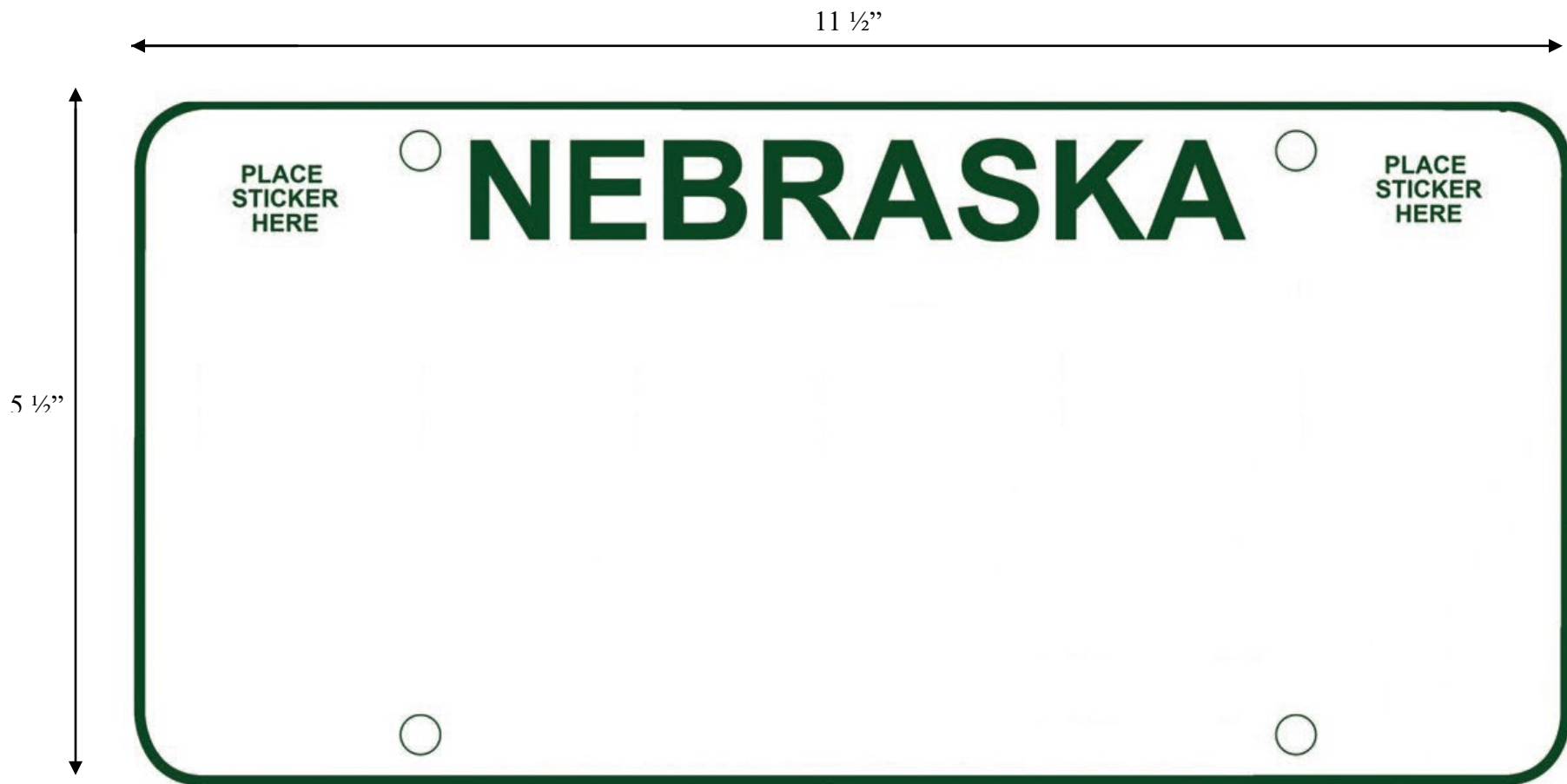
Name of Organization: Indicate the name of the organization-specific plate design for which this application is submitted.

Date and sign the application form.

Upon completion, this application shall be submitted to the organization making application to the DMV for approval of an organizational license plate design. The organization will submit the application to the DMV, with the remainder of the initial 250 applications and one check from the organization for the total amount (\$70.00 per plate, a minimum of \$17,500).

Once the 250-application minimum is met, all applications will be processed, and the applicants will receive an approval notification from the DMV. The notification indicates the date the plates will be available at the County Treasurer's office. If an email address is provided you will receive notification when the plates are received at the County Treasurer's Office. Current plates and registration must be surrendered when the organizational license plates are registered. Additional fees for production of the license plates and new registration will be charged.

Additional information regarding the Creation of a Specialty License Plate for an Organization may be found on our website at: <https://dmv.nebraska.gov/dvr/submit-application-create-organizational-plate>.



The actual plate size is 12" x 5 5/16" with a 1/4" rim around the edge of the plate where no printing can occur. Two locations, at the top right-hand corner and top-left hand corner, are reserved for the placement of validation and tonnage decals. Decals are 1 1/2" x 1" in size.

The word "Nebraska" must appear between the top two boltholes, a wide array of fonts are available but must be at least .75" in height. Plate numbers will be printed in the color of the current plate series (rotates between black, blue, and green).

A name, motto, adage, etc. may be placed across the bottom of the plate between the two bolt holes. A logo no larger than 3 1/2" x 4 1/4" may be placed at the right or left-hand side. There is a limit of 4 colors allowed in the design of the plate (note: some colors are created from the combination of two colors which will count as two of the four).

Submitting the design in a layered .psd file (cmyk format) is preferred. A layered .psd file will reduce the changes made to the design by the DMV. Electronic file of design may be emailed to dmv.dvrweb@nebraska.gov.

The design of the plate MUST make readability a priority. The Department will make the final decision on readability, colors, etc.