



Special License Plate Series Application

Organizations use this form to create and sponsor a special license plate series.
 Email this completed form and required documents to spplateunit@dol.wa.gov or mail to:

**Application & Issuance Manager,
 MS 48104,
 Department of Licensing,
 PO Box 9020, Olympia WA 98507-9020**

Required documents:

- Proposed license plate design using the template and design criteria provided by DOL, see dol.wa.gov.
- Marketing strategy—short- and long-term plans for marketing the new plate series
- Financial statement showing estimated income and planned expenses from the sale of the special license plates
- Legislative sponsor and contact information
- Draft legislation creating the new plate series
- Documentation of the organization’s eligibility
- Signature sheets (form [420-736](#)) with vehicle owners intending to purchase the special plates (minimum of 3,500 plates)

After we complete our review of your documents, we will notify you. Once we grant preliminary approval, you will receive further instructions.

Incomplete applications will be returned.

Additional information, including license plate design requirements, is available on our website at dol.wa.gov. If you have questions, email us at psdcpcontracts@dol.wa.gov.

Organization information

TYPE or PRINT Organization name		
Organization address, City, State, ZIP code		
10-digit phone number	10-digit fax number	
Employer Identification number (EIN)	Washington UBI number	
Contact name	Contact 10-digit phone number	
Contact email		
Type of agency and eligibility (<i>choose one</i>)		
<p>Non-government organization—to be eligible, you must answer “Yes” to each of the following questions and attach supporting documentation.</p> <p>Is your non-government organization:</p>		
1. A nonprofit organization, as defined in 26 USC Sec. 501(c)(3)?	Yes	No
2. A charitable organization with the Washington Secretary of State’s Office, as required by law?	Yes	No
3. Located in Washington State?	Yes	No

Organization information *(continued)*

Government body—to be eligible you must be one of the following and have approval from the executive body of your agency to sponsor a plate (attach written approval).

Political subdivision, including, but not limited to, any county, city, town, municipal corporation, or special purpose taxing district

Federally recognized tribal government

State agency

Community college or technical college

Previous application

Have you previously filed an application with this office? Yes No

If "Yes" when? _____

I declare I am authorized to sign this application on behalf of the organization, have received permission for any copyrighted, patented or trademark material, and the foregoing information and all attachments are true and correct.

_____	X	_____
TYPE or PRINT Name of authorized organization signer		Authorized organization signature
_____		_____
Title		Date and place signed

_____	X	_____
TYPE or PRINT Legislative sponsor name		Legislative sponsor signature
_____		_____
Title		Date and place signed