

# 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:  
**Special Plate Unit, Department of Licensing, PO Box 9909, Olympia WA 98507**

**Required documents:**

- Proposed license plate design using the template and design criteria provided by DOL, see [dol.wa.gov](http://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](http://dol.wa.gov). If you have questions, email us at **Spplateunit@dol.wa.gov**.

**Organization information**

TYPE or PRINT Organization name			
Organization address, City, State, ZIP code			
(Area code) Telephone number	(Area code) Fax number	Employer Identification number (EIN)	Washington UBI number
Contact name	Contact (Area code) Telephone number	Email	
Type of agency and eligibility ( <i>choose one</i> )			
<input type="checkbox"/> <b>Non-government organization</b> – to be eligible, you must answer “Yes” to each of the following questions and attach supporting documentation. Is your non-government organization: 1. A nonprofit organization, as defined in 26 USC Sec. 501(c)(3)? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No 2. A charitable organization with the Washington Secretary of State’s Office, as required by law? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Located in Washington State? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> <b>Government body</b> – 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). <input type="checkbox"/> Political subdivision, including, but not limited to, any county, city, town, municipal corporation, or special purpose taxing district <input type="checkbox"/> Federally recognized tribal government <input type="checkbox"/> State agency <input type="checkbox"/> Community college or technical college			
Previous application			
Have you previously filed an application with this office? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes,” when? _____			

*I certify 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.*

\_\_\_\_\_  
 TYPE or PRINT Name of authorized organization signer

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 TYPE or PRINT Legislative sponsor name

\_\_\_\_\_  
 Title

**X** \_\_\_\_\_  
 Authorized organization signature

\_\_\_\_\_  
 Date and place signed

**X** \_\_\_\_\_  
 Legislative sponsor signature

\_\_\_\_\_  
 Date and place signed