

LICENSE PLATE APPLICATION

Purpose: Use this form to request a FIRST license plate.

Instructions: Mail completed form, with application fee, to Friends of Sparky, P.O. Box 6495, Glen Allen, VA 23058.
\$10 cash or check (payable "Friends of Sparky") or \$10.27 for credit card. Personalized plates cost an additional \$10.
See Additional Information on page 2 of this form.

APPLICATION TYPE (check one)

- ☐ VEHICLE LICENSE PLATES ☐ VEHICLE LICENSE PLATES - DISABLED ☐ SOUVENIR LICENSE PLATES ☐ TRANSFER EXISTING LICENSE PLATES

LICENSE PLATE TYPE REQUESTED (check one)

- ☐ STANDARD (Blue and White) ☐ LIGHTHOUSE ☐ HERITAGE (Dogwood-Cardinal)
☐ SCENIC (Mountain To Seashore) ☐ SCENIC (Autumn) ☐ SCENIC (Patriot)
☐ COLLEGE: _____ Locality: ☐ City ☐ County _____ ☐ MILITARY _____
(No initials or abbreviations) (No initials or abbreviations)
☐ SPECIAL INTEREST: _____ ☐ CLEAN FUEL _____
(Organization Name - If organization has more than one license plate, specify design type) Vehicle Year Make Model
(Review the Clean Fuel License Plates section on the reverse side of this form.)
☐ OTHER _____ (Note: some plates require certification)
(Any plate not listed above)
☐ PERSONALIZED LICENSE PLATES: To request a personalized vehicle or souvenir plate, review the Personalized License Plates Policy on the reverse side of this form. Check this box and enter your choices below.

PERSONALIZED LICENSE PLATE CHOICES

1 st								
2 nd								
3 rd								
4 th								

DMV USE ONLY

AVAILABLE CHOICE
FEE \$

APPLICANT INFORMATION

OWNER'S NAME (last) (first) (mi)		DAYTIME TELEPHONE NUMBER ()	
CO-OWNER'S NAME (last) (first) (mi)		DAYTIME TELEPHONE NUMBER ()	
CURRENT MAILING ADDRESS		CITY	STATE
ZIP CODE			
CURRENT PLATE NUMBER	PLATE TYPE	PLATE EXPIRATION DATE	
VEHICLE TITLE NUMBER		VEHICLE IDENTIFICATION NUMBER	
IF PAYING BY CREDIT CARD, ENTER CARD NUMBER AND EXPIRATION DATE			

CERTIFICATION/SIGNATURES

I/We certify that (Check only **ONE** box)

- ☐ This vehicle is insured with liability coverage by a company licensed to do business in Virginia. Coverage must be in effect at the time of application and must remain in effect as long as the vehicle is registered, even if the vehicle is not driven or is inoperable.
☐ This vehicle is not insured; therefore, I am remitting the applicable uninsured motor vehicle fee. This fee provides NO insurance coverage.

Failure to comply with Virginia's insurance requirements will result in suspension of your driver's license and vehicle license plates.

I/We further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/We make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.

For a corporation, an authorized representative must sign.

APPLICANT SIGNATURE	DATE (mm/dd/yyyy)
CO-APPLICANT SIGNATURE	DATE (mm/dd/yyyy)

ADDITIONAL INFORMATION

This information will help you complete the License Plate Application.

Mail application and payment to:

Friends of Sparky
P.O. Box 6495
Glen Allen, VA 23058

APPLICATION TYPE – check one

1. Vehicle License Plate – you will be assigned a new license plate number – cost \$10.
2. Vehicle License Plates Disabled – check if this applies.
3. Souvenir License Plates – not available at this time (available once plates are produced).
4. Transfer Existing Plates – To keep your current license plate – only if your current license plate is 6 characters or less. This is considered a personalized license plate and costs an additional \$10.

LICENSE PLATE TYPE REQUESTED – check one

SPECIAL INTEREST: This box has been checked and pre-filled with FIRST

PERSONALIZED LICENSE PLATES: Check this box for a new personalized plate.

A maximum of 6 characters – costs an additional \$10.

You can list up to four choices.

If your character combination is not available, the DMV will return your \$10 personalization fee.

APPLICANT INFORMATION

Use your vehicle registration card and transfer the information to your application.

OTHER INFORMATION

1. Motorcycles – This plate is available for motorcycles. Write this request on the application. Production time may be longer.
2. Trucks/Motor Homes – This plate is available for vehicles weighing less than 7500 lbs.
3. Leased Vehicle – This plate can be put on a leased vehicle.
4. Vehicle Registration Fee –Registration fees are not included in the cost of the new license plate. You must renew your vehicle registration with the DMV when it is due. Once your new plate is issued, the plate fee will be included in your next vehicle registration renewal.
5. \$10 – This is an annual fee.
6. What will the plate look like – The final plate will be approved by the DMV, so is subject to change.
7. How long will this take – It may take up to 9 months after the DMV receives the applications.
8. How will I get my license plate – the DMV will mail the new plates to the address on your DMV customer record. If your address changes, please contact the DMV. You will receive 2 plates, year and month decals and a new registration card.
9. Old plates – Upon receipt of new plates, please return your old plates to the DMV.