



**South Carolina Department of Motor Vehicles**  
**Application for Approval of Specialty Plate**

**RG-504A**  
 (Rev 1/08)  
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Application for a Specialty Plate must be made by one sponsoring organization or individual. Organizations applying for a special license plate under SC Code of Law, Section 56-3-8000 as a non-profit organization must be certified as a 501(c)(3), 501(c)(6), 501(c)(7), or 501(c)(8) organization by the Federal Internal Revenue Service. The organization must have maintained that certification continuously for at least five years prior to the date on this application.

Plates for organizations that are not non-profit must be authorized by specific statute. All organizations or individuals making application for authorized plates must also meet the guidelines detailed on page 2 of this application.

**Part I Organization Information**                      **Non-Profit Organization? Yes  No**

Name of Organization

TAX ID number

Mission of Organization

Number of Organization Members in SC

Estimated number of Plates To Be Sold First Year

Organization Website Address

**Part II Plate Information**

Has plate been proposed in other state(s)? Yes  No  If Yes, in which state(s) has the plate been proposed?

What is the annual sales volume of this plate nationwide?

In which states is the plate currently being sold?

Why would South Carolinians want to purchase this plate?

Suggested additional fee to be charged for plate (in addition to regular plate registration fee)

For what purpose will the funds earned from these fees be used?

Can this plate be purchased by the general public? Yes  No

If no, Please list and provide a sample of the documentation that must be provided by the purchaser in order to qualify for the plate.

Does this plate carry a symbol that is trademarked or copyrighted? Yes  No

***If yes, sponsoring organization must provide permission to use the symbol from the holder of the trademark or copyright.***

All specialty plates include a prefix on the plate consisting of two letters of the alphabet. Organizations can request a specific prefix, but not all prefixes are available. Please list preferred prefixes:

**1st Choice** \_\_\_\_\_ **2<sup>nd</sup> Choice** \_\_\_\_\_ **3<sup>rd</sup> Choice** \_\_\_\_\_

**Part III Organization/Individual Contact Information**

Name of Sponsoring Organization/Individual Contact

Title

Telephone Number

Address/City/State/ZIP

Email Address

Signature

Date



**South Carolina Department of Motor Vehicles**  
**Application for Approval of Organizational Specialty Plate**

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In order to request approval for a specialty plate governed under this policy, the sponsoring organization or individual must provide the following:

A request for consideration on the sponsoring organization's letterhead.

A completed Application for Approval of Specialty Plate, Form RG-504A, including a requested plate prefix, if a special prefix is desired. Note that not all plate prefixes are available.

Written authorization for the use of any copyrighted or registered logo, trademark, or design to be used.

Sponsoring organizations may designate an individual or organization to act as an agent on behalf of the sponsoring organization. Organizations assigning an agent individual or organization must complete form RG-504d (Attachment 5) to authorize the Department's dealings with the agent.

License plate artwork for the design of the plate on CD/diskette in specified graphic format, and one (1) color hard copy of the artwork.

A marketing plan that includes target audience, media to be used, and text of media messages.

Non-profit organizations must meet all the requirements above plus provide:

Documentation from the Internal Revenue Service showing that the organization currently has a 501(c)(3), 501(c)(6), 501(c)(7), or 501(c)(8) tax exempt status.

Documentation in the form of prior tax returns or other documentation from the Internal Revenue Service showing that the sponsoring organization has maintained the same tax-exempt status for at least five years prior to the date of application.

Because only the sponsoring organization can make application for a plate design the sponsoring organization must provide proof of its non-profit status.

Organizations that are requesting funds from the sale of plates must also submit Internal Revenue Service form W-9 before any funds can be distributed by the Department.

The Department will return incomplete applications to the sponsoring organization's contact individual, detailing additional items required before the Department will consider the application.

The Department can choose to reject the production of any plate based on any of the following characteristics of the plate:

- Failure to promote a positive image for the State
- Low projected sales, lack of statewide appeal
- Controversial, low sales, or litigation in other states
- Production considered not to be cost beneficial to the state
- Partisan or misrepresentative of the sponsoring organization or another organization
- Potentially offensive, controversial, or inappropriate to the public
- Similar plate/design already exists
- Proliferation of specialty plates, workloads and costs to the state
- Impinges on Advertising/corporation concerns
- Use of proceeds from plate sales considered controversial or in violation of statute/constitution
- Sexual or vulgar connotation
- Derogatory reference to an individual or group
- Implication extolling alcohol, drugs or other illegal activities or substances
- Misrepresentation of organization as law enforcement or other government entity
- Use of copyrighted emblem, seal, symbol, logo or registered trademark without written authorization from the owner
- Design interferes with legibility or readability of plate number

The Department will review the Application and will notify the organization's authorized contact of the Department's decision. If the application is approved, the organization must submit either \$4000 or 400 pre-paid applications before the plate will be manufactured.

**Completed application materials should be sent to:**

South Carolina Department of Motor Vehicles  
Special Plate Review Officer  
PO Box 1498  
Blythewood, SC 29016-0038

For more information call:  
Special Plate Review Officer  
803-896-9863