

# Special Group Recognition License Plate

## Application Guide



*Driven To Serve*  
INDIANA BUREAU OF MOTOR VEHICLES

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# **APPLICATION CHECKLIST**

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An organization wishing to participate in the special group recognition license plate program must complete an application from the Bureau of Motor Vehicles (BMV). Completed application packets may be hand delivered or mailed, but must be received by 3 p.m. on March 30<sup>th</sup>. One (1) hard copy and one (1) electronic copy saved to disc must be mailed or hand delivered to the BMV at 100 North Senate Avenue, Room N430, Indianapolis, IN 46204.

## **Applications must contain the following:**

1. Completed Special Group Recognition License Plate Application Form.
2. Completed Special Group Recognition License Plate Application Pledge to Purchase Form with at least 500 pledge signatures of those eligible to purchase a license plate.
3. A certified copy of the organization's charter or articles of incorporation.
4. A Determination Letter from the Internal Revenue Service (Letter 947 or equivalent) as evidence of the organization's qualification for exemption from taxation under Section 501 of the Internal Revenue Code.
5. A color drawing of the preliminary plate design. The plate design must conform to the specifications listed in Special Group Recognition & Civic Event License Plate Design Parameters document.

# **APPLICATION REQUIREMENTS**

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**The following requirements must be met in order to be an eligible organization:**

- 1) The group shall be based, headquartered or have a chapter in Indiana;
- 2) The group has made broad and significant civic, community, and charitable contributions across and exclusively in Indiana, or are descendants of native or pioneer residents of Indiana under IC § 9-13-2-170;
- 3) The group shall not discriminate in its membership practices, activities, or provision of services to its community;
- 4) The group shall not be for recreational purposes;
- 5) The group shall be not-for-profit; and
- 6) The group shall be an independent organization and separate from any other organization currently participating in the Special Group Recognition license plate program.

**The Special Group Recognition License Plate Application Form must be completed with the following information:**

- 1) A description of the organization, including the following information:
  - a. The purpose of the organization.
  - b. The philosophy or mission statement of the organization.
  - c. The length of time the organization has been in existence.
  - d. A statement describing who would be eligible for the special group recognition license plate.
  - e. The organization's unique significance to the United States, Indiana, or the organization's community.
  - f. The organization's statewide impact.
- 2) A statement of the group's objective in obtaining a special group recognition license plate.
- 3) A sworn statement from an authorized officer of the organization that affirms that, to the best knowledge of such officer, the organization does not discriminate in its membership practices, activities, or provision of services to its community in contravention of federal, state or local law, regulation, decree, or order. The prohibition of discrimination as described in the previous sentence extends to every organization applying for admission

into the Special Group Recognition License Plate Program whether or not the organization's mission or membership requirements contains exclusionary language.

- 4) A statement of the intended organizational uses of the funds, if any, raised through the sale of the special group recognition license plate. The applicant must demonstrate that the funds collected by the trust will remain in and be distributed within Indiana and will not be used for general administrative expenses.
- 5) A certified copy of the organization's charter or articles of incorporation.
- 6) A color drawing of the preliminary plate design. The plate design must conform to the specifications listed in Special Group Recognition & Civic Event License Plate Design Parameters document.
- 7) The organization must provide a Determination Letter from the Internal Revenue Service (Letter 947 or equivalent) as evidence of not-for-profit status as to the organization's qualification for exemption from taxation under Section 501 of the Internal Revenue Code.
- 8) A completed Special Group Recognition License Plate Program Application for Participation Form with the names and addresses of all persons who have pledged to purchase a Special Group Recognition license plate designed to recognize the group, if the application is approved.
  - a. Pursuant to IC § 9-18-25-2 each application submitted must contain the printed name, address, and signature of at least five hundred (500) individuals who pledge to purchase the special group recognition license plate if a special group recognition license plate is issued for the group under this chapter.
  - b. The bureau may deny an application if the group's submitted list of five hundred (500) individuals, who purportedly submitted applications to the organization for its proposed special group recognition license plate, contains one (1) or more names of duplicate and/or falsified individuals.
- 9) Any other application or applications for the issuance of a special group recognition license plate and any other documentation or other information that the bureau deems necessary to determine whether the organization qualifies for special group recognition status. Additional documentation may be requested by the BMV after the application is submitted.
- 10) A sworn statement from an authorized officer of the organization that attests that the information contained in the application is accurate and complete. In addition, once the application is approved, the organization agrees that the BMV has the right to require proof from the organization at any time that it is abiding by the requirements.

- 11) The commissioner may waive one (1) or more of the requirements contained in this rule if, in his or her determination, the organization qualifies for special group status under IC § 9-13-2-170 but, due to the organization's unique nature, it cannot satisfy all of the requirements. The organization shall have the burden of providing written proof that it is entitled to a waiver.

**Please note, the BMV has discretion to limit the number of new special group recognition plate types to regulate the proliferation of special group recognition plate types based on any of the following factors:**

- 1) Ease of license plate identification of vehicles by law enforcement officers and other persons.
- 2) Maintaining the distinction of existing special group recognition plates.
- 3) Maintaining the efficient distribution of license plates.
- 4) Any other reasonable factors as determined by the commissioner or his or her designee.

# **APPROVED APPLICATIONS**

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**The BMV will notify the organization no later than June 1 of the calendar year in which the application is filed regarding whether the application has been approved or not approved.**

**If the application is approved, the following is required:**

1. The organization must pay for all of the plate's design, display, and production costs.
2. The organization may request a redesign of their plate only during the calendar year prior to the beginning of a new plate cycle.
3. Prior to August 1 of the calendar year immediately preceding the calendar year of the special group recognition license plate, the organization must submit camera-ready artwork to the BMV to be used for plate production.
4. A group coordinator must be designated by your organization to oversee all aspects of the program and serve as a liaison with the BMV. Their responsibilities include, but are not limited to, ensuring that all deadlines are met and established procedures are followed.
5. Marketing of the special group recognition license plate is the full responsibility of the organization.
  - a. Copies of all promotional material must be reviewed by the BMV for content and adherence to guidelines before they are distributed. The BMV will assume no responsibility for solving problems that occur as a result of the distribution of unapproved materials. No material shall be displayed in license branches without approval by the BMV.
6. The BMV reserves the right to determine the method of distribution for all special group recognition license plates.

# **LOSS OF STATUS**

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The BMV may terminate an organization's qualifications for the special group recognition license plate program if the group fails to comply with the program's requirements.

Pursuant to Indiana Code §9-18-25-15 the BMV shall terminate an organization's qualification for the special group license plate program and no further special group recognition license plates may be issued for an organization if less than two thousand (2,000) of the organization's special group license plates are sold or renewed in the first four (4) years of the five (5) year period beginning January 1 of the year in which the organization's special group license plate is first issued. The BMV shall reevaluate the organization's qualification for the special group license plate program every five (5) years thereafter, and may terminate the organization's qualification for the special group license plate program if less than two thousand (2,000) of the organizations special group license plates are sold or renewed in the first four (4) years of a subsequent five (5) year period.

If an organization fails to meet the stated requirements, qualification to participate in the special recognition license plate program may be terminated and no further license plates shall be issued. The failure of an organization to meet the requirements of this rule may be considered when reviewing any subsequent applications for participation in the special recognition license plate program.

An organization participating in the special group recognition plate program shall indicate its intent to remain in the program for a subsequent plate cycle, in writing, to the BMV prior to April 1 of the calendar year immediately preceding the beginning of the next plate cycle.

# **CONTACT INFORMATION**

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**For questions or further assistance please contact:**

**Special Plates Administrator**

Telephone - (317) 232-2903

Fax - (317) 233-4234