

***Holy Family University***  
***License Plate***  
**Application Instructions**  
**Read Carefully!!**

Thank you for your interest in an official, Penn-DOT approved, license plate. This plate is available to Pennsylvania residents only, and the application(s) must be filled out by the registered owner(s) of the vehicle(s). The cost for the license plate is **\$20 for PennDOT fees, and a donation of no less than \$10 to the Alumni Association.** Please read the following carefully:

1) Fill out the [enclosed application](#):

Section A: Fill out each box completely.

Section B: LEAVE BLANK

Section C: LEAVE BLANK

Section D: Sign and date.

2) Enclose two checks (no cash, no credit cards)

One check should be made payable to the *Commonwealth of Pennsylvania* in the amount of **\$20.00**.

One check should be made payable to *Holy Family University Alumni Association* in the amount of:

\_\_\_\_\_ **\$10.00**

or

\_\_\_\_\_ **an amount greater than \$10.00**

**Important:** This is a one-time processing fee; your subsequent registration fee will be handled by the Department of Transportation as usual.

3) Place your application and two checks in an envelope, and mail to:

**Holy Family University Alumni Association**  
**License Plate Application**  
**9801 Frankford Avenue**  
**Philadelphia, PA 19114**

4) Your license plate and registration card will be mailed directly to your home by Penn-DOT. Please allow 4-6 weeks for delivery once your application is received by their office.

For further information call the Alumni Office at 267-341-3339 or e-mail at [alumni@holyfamily.edu](mailto:alumni@holyfamily.edu) .

**MV-904SP (2-08)**Commonwealth of Pennsylvania  
Bureau of Motor Vehicles  
Special Tag Unit**P.O. Box 68293**

Harrisburg, PA 17106-8293

**APPLICATION FOR  
SPECIALTY  
REGISTRATION PLATE****Fee: \$20.00**

(PLUS ANY ADDITIONAL FEES CHARGED BY THE ORGANIZATION)

▲ **FOR DEPARTMENT USE ONLY** ▲

<b>A VEHICLE DESCRIPTION AND APPLICANT INFORMATION</b> <i>(complete this section exactly as information appears on current registration card)</i>				
TITLE NUMBER	CURRENT REG. PLATE #	CURRENT EXPIRATION	MAKE OF VEHICLE	YEAR
LAST NAME (OR FULL BUSINESS NAME)	FIRST NAME	MIDDLE NAME	PA DL/PHOTO ID# OR BUS. ID	DATE OF BIRTH
STREET ADDRESS - <b>Must list a street address. P.O Box # alone is not acceptable.</b>			CITY	STATE
			ZIP CODE	
<b>In conjunction with replacement of your plate, you will receive one registration card. If additional registration cards are desired, the fee is \$1.50 for each card.</b>				How many extra registration cards do you want? _____
<b>B TO BE COMPLETED BY ORGANIZATION</b>				
<b>NAME OF ORGANIZATION:</b>				
NAME OF ORGANIZATION, CHAPTER, POST, LODGE, EMPLOYER, etc.			TELEPHONE NUMBER ( ) _____	
STREET ADDRESS		CITY	STATE	ZIP CODE
<b>C TO BE COMPLETED BY ORGANIZATION OFFICIAL (see special instructions below)</b>				
<b>I certify that the individual named in Section A is a member in good standing of the organization listed in Section B:</b>				
NAME OF ORGANIZATION OFFICIAL		TITLE	SIGNATURE <b>X</b>	
<b>D I CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT AND THAT WHEN I CEASE TO BE A MEMBER OF THE ABOVE NAMED ORGANIZATION, I WILL IMMEDIATELY RETURN THE REGISTRATION PLATE TO THE DEPARTMENT OF TRANSPORTATION.</b>				
<b>X</b> _____		APPLICANT'S SIGNATURE IN INK		DATE

**GENERAL INFORMATION REGARDING A SPECIALTY PLATE**

- **This application**, with Sections A and D completed in full, **must be returned to the organization official for submission to the Department.** No applications sent directly to the Department by the organization member will be processed. All applications must be sent to the Department by the organization.
- **The applicant listed in Section A must be a registered owner of the vehicle as indicated on the vehicle's registration credential.** If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information", must be completed and attached. (Note: Form MV-1L is available on our website at [www.dmv.state.pa.us](http://www.dmv.state.pa.us).)
- Fee required with this application is \$20.00. The participating organizations may charge additional fees to offset the cost of plate production and a contribution to the organization. Please contact the organization representative for correct payment method. **DO NOT SEND CASH.**
- No specialty plate will be duplicated. If your plate is lost, stolen or defaced you will need to reapply for a specialty plate by completing this application and submitting with the appropriate fees. Should you need an immediate replacement plate, please complete and submit Form MV-44, "Application for Duplicate Registration Card, Replacement of Registration Plate, Renewal Sticker or Weight Class Sticker" and submitting a fee of \$7.50. A standard issued plate will be issued until the replacement specialty plate can be provided. (Note: Form MV-44 is available on our website at [www.dmv.state.pa.us](http://www.dmv.state.pa.us).)
- Requests for specialty registration plates are restricted to passenger vehicles, trucks and motorhomes with a registered gross weight of not more than 10,000 lbs. **Motorcycles and trailers do not qualify for specialty registration plates.**
- **NO REFUND OF FEE** will be issued when applicant cancels request after order is placed.
- When the applicant ceases to be a member in the organization as listed in Section B, the registration plate must be returned to the Department. Complete Form MV-44 and submit a fee of \$7.50 for reissue of a regular series registration plate.
- Specialty plates are issued in number sequence only and may not be personalized.
- To avoid possible problems with citations with your old registration plate, return it to: Department of Transportation, Bureau of Motor Vehicles, Return Tag Unit, P.O. Box 68597, Harrisburg, PA 17106-8597 after you have received your special organization plate.
- Please allow 4-6 weeks for delivery.
- If applying for a Fraternal Order of Police plate, the PA State Lodge seal and the PA State Lodge Recording Secretary signature must be affixed to this application.