

Pennsylvania Wing Civil Air Patrol
Specialty License Plate Application Procedure

14 July 2009
Maj Roy Long
Group 5 Commander



The Civil Air Patrol Specialty License Plate is now ready for production and purchase by the members of Pennsylvania Wing.

Each Specialty Plate will display the new CAP Seal, and contain a five-digit number with the letters “CP” on the right hand side. Plate numbers are issued sequentially and, distributed on a first-come, first-served basis beginning with number 00001.

To apply for your license plate, complete the following steps.

1. [Download the PennDOT application from the http://www.pawingcap.com](http://www.pawingcap.com)
2. DO NOT COMPLETE SECTION C. Wing HQ will complete this section.
3. Complete Section A, and sign in Section D.
4. Mail the completed, signed application, along with \$40 to:

Laura Martin
ATTN: Specialty License Plate
PAWG CAP HQ
Bldg 3-108
Ft Indiantown Gap
Annville PA 17003

MAKE CHECKS PAYABLE TO: PAWG CAP

Applications must be approved and signed by your unit commander before mailing to Wing Headquarters. **DO NOT MAIL APPLICATIONS DIRECTLY TO PENNDOT.** PennDOT will reject any applications mailed to them, and this will delay the process.

PennDOT will mail finished plates directly to the address listed on your application.

MV-904SP (11-05)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** ▲

| | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|------------------------------|---------------------------|------------------------------------------------------|------------------------------------------------------|
| A VEHICLE DESCRIPTION AND APPLICANT INFORMATION <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 | | JR., etc. | FIRST NAME | | MIDDLE INIT. | TELEPHONE NUMBER HOME () _____ WORK () _____ |
| STREET ADDRESS - Must list a street address. P.O. Box # alone is not acceptable. | | | | CITY | STATE | ZIP CODE |
| 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. | | | | | How many extra registration cards do you want? _____ | |
| B TO BE COMPLETED BY ORGANIZATION | | | | | | |
| NAME OF ORGANIZATION: | | | | | | |
| NAME OF ORGANIZATION, CHAPTER, POST, LODGE, EMPLOYER, etc. | | | | | TELEPHONE NUMBER () _____ | |
| STREET ADDRESS | | | CITY | | STATE | ZIP CODE |
| C TO BE COMPLETED BY ORGANIZATION OFFICIAL <i>(see special instructions below)</i> | | | | | | |
| I certify that the individual named in Section A is a member in good standing of the organization listed in Section B: | | | | | | |
| NAME OF ORGANIZATION OFFICIAL | | | TITLE | SIGNATURE X | | |
| 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. | | | | | | |
| X _____ | | | 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.)
- 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.)
- Requests for specialty registration plates are restricted to passenger vehicles, trucks and motorhomes with a registered gross weight of not more than 9,000 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.