



Pennsylvania
Department of Transportation



[BMV Fees](#)

APPLICATION FOR SPECIAL ORGANIZATION REGISTRATION PLATE

PLEASE ALLOW 4-6 WEEKS FOR DELIVERY FEE REQUIRED

(The space above is for Department use only)
Bureau of Motor Vehicles • PO Box 68266 • Harrisburg, PA 17106-8266

Passenger Car/Passenger Truck

Tag Type: MQ

A VEHICLE DESCRIPTION AND APPLICANT INFORMATION - Complete this section exactly as information appears on current registration card.					
Title Number		Registration Plate Number		Expiration Date	Make of Vehicle
Last Name (or Full Business Name) First Name		Middle Name	PA DL/Photo ID# or Bus. ID#	Date of Birth	Telephone Home: () _____ Office: () _____
Street Address - Must list a street address. P.O Box # alone is not acceptable.			City	State	Zip Code
NOTE: In conjunction with replacement of your registration plate, you will receive one registration card. If additional registration cards are desired, there is a \$2 fee for each card. Number of duplicate registration cards requested @ \$2 each: _____.					
B TO BE COMPLETED BY ORGANIZATION OFFICIAL					
NAME OF ORGANIZATION: Spay Neuter Assistance Program, Inc. (MQ)					
Name of Organization, _____					
Street Address			City	State	Zip Code
Organization Signature					
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name of Organization Official Title Signature </div>					
D APPLICATION COMPLETION INSTRUCTIONS.					
<ol style="list-style-type: none"> 1. Print the "Application for Special Organization Registration Plate" form from the website. Note: Hard copy submission is required for processing. 2. Complete all requested information in Section A. Note: You will need your PA Registration and PA Driver's License/Photo ID to complete the Application. 3. Sign and Date Section E. 4. The Fee for your Spay/Neuter Plate is \$70.00. Note: The \$70 fee covers only the Spay/Neuter License Plate itself. It does not renew your current registration or change the expiration date. You will receive a new registration card, but, the expiration date of your current registration remains the same. . 5. Make check payable to: Spay Neuter Assistance Program in the amount of \$70.00 and send with the completed Application to the address listed below. Note: These are special issue plates that can only be submitted by the organization to PennDOT. Submission of this form and payment directly to the Department of Transportation will result in the rejection/return of your application. <div style="text-align: center; margin-top: 10px;"> Spay Neuter Assistance Program, Inc. 7542 Lakeside Drive Harrisburg PA 17112 – 4212 </div> <p>NO REFUNDS will be issued for cancellation requests received after the order for the plate is placed. Allow 4-6 weeks for delivery. Plates are made in order of receipt in sequential order. You may not request a special number.</p>					
E APPLICANT SIGNATURE					
I certify that all information given on this application is TRUE and CORRECT .					
_____ Applicant's Signature in Ink					_____ Date

THANK YOU FOR YOUR ORDER...

ALL PROCEEDS FROM THE SALE OF THIS PLATE GO DIRECTLY TO FUNDING SPAY/NEUTER.

GENERAL INFORMATION REGARDING A SPECIAL ORGANIZATION REGISTRATION PLATE

- **PLEASE ALLOW 4-6 WEEKS FOR DELIVERY.**
- **This application**, with Sections A and E completed in full, **must be returned to the organization directly for submission to PennDOT.** No applications sent directly to PennDOT by the plate will be processed. The organization must complete Sections B and C.
- To replace a lost, stolen or defaced registration plate that is damaged, but not beyond recognition, complete and submit [MV-44, "Application for Duplicate Registration Card or Replacement of Lost, Stolen or Defaced Registration Plate,"](#) along with a photograph or tracing of the registration plate for identification purposes. A registration plate is considered to be defaced when the registration plate is damaged by a specific incident such as a traffic accident, cutting, scraping or damaged caused by intense cleaning or harmful chemicals. There is a fee to replace a defaced standard issue or specialty registration plate. If your registration plate is a personalized registration plate, it will be replaced with the same configuration as before at no cost. Personalized registration plates that are lost or stolen are not able to be replaced with the same configuration. If your personalized registration plate was lost or stolen, we will replace it with the same style of registration plate, however, customers will be required to select a new configuration. The registration plate will be produced with the new configuration if it is available. Please make sure to indicate that you are replacing a defaced personalized registration plate on the front of the [MV-44](#). If an immediate replacement registration plate is needed while waiting for your replacement personalized registration plate, please complete and submit a second [Form MV-44](#), and the replacement registration plate fee. A standard issue registration plate will be issued until the replacement personalized, lost or stolen registration plate can be provided. **NOTE:** The replacement personalized registration plate will take approximately 6-8 weeks to receive in the mail from the time PennDOT receives and processes the application. **NOTE:** The replacement standard issue registration plate will take 7-10 business days to receive in the mail from the time PennDOT receives and processes the application.
- To apply for a **free registration plate**, due to current plate being illegible, the vehicle owner should visit our website at www.pa.gov/dmv and take [Form MV-46, "Application to Replace an Illegible Registration Plate,"](#) to any official Pennsylvania inspection station for verification that their registration plate is illegible OR have a law enforcement official verify the need for a replacement registration plate on [Form MV-46](#). The vehicle owner is then responsible for signing and returning the completed [Form MV-46](#) to PennDOT in order to receive a replacement registration plate free of charge. Your registration plate will be replaced with the next registration plate in the series and with the same style of registration plate you are replacing. If your registration plate is currently personalized, PennDOT will replace it with the same style and configuration as the registration plate you are replacing. If replacing your personalized registration plate, please attach a photograph or tracing of the registration plate for identification purposes. **If an immediate replacement registration plate is needed while waiting for your illegible personalized registration plate, please complete and submit [Form MV-44, "Application for Duplicate Registration Card or Replacement of Lost, Stolen or Defaced Registration Plate,"](#) and the replacement registration plate fee. A standard issue registration plate will be issued until the replacement personalized registration plate can be provided.** **NOTE:** The replacement registration plate will take approximately 6-8 weeks to receive in the mail from the time PennDOT receives and processes the application. **NOTE:** The replacement registration plate will take approximately 7-10 business days to receive in the mail from the time PennDOT receives and processes the application. Please allow 8-10 weeks for delivery of personalized plates.
- Requests for special organization registration plates are restricted to passenger vehicles and trucks with a registered gross weight of not more than **14,000 lbs**
- **NO REFUND** of the fee will be issued when an applicant cancels a request after the order is placed.
- Special organization registration plates are issued in number sequence unless requesting personalization in Section D.
- To avoid possible problems with citations with your old registration plate, return it to: Bureau of Motor Vehicles, Return Tag Unit, P.O. Box 68597, Harrisburg, PA 17106-8597 after you have received your special organization registration plate.

IF PERSONALIZING YOUR SPECIAL ORGANIZATION REGISTRATION PLATE

- The registration on your vehicle must be current in order for PennDOT to process your request. There is a fee to personalize your special organization registration plate. **The additional fee covers the cost of your personalized registration plate order only and will not renew your vehicle's registration.**
- NOTE that you are limited to 5 Characters for a personalized plate. **Special Organization Plates** use the first 2 spaces for the SN.
- When requesting a numeric character of zero, please list as "0" instead of the alpha character of "O."
- PennDOT reserves the right to limit or reject requests.
- To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, www.pa.gov/dmv, and select Vehicle Services then Registration Plates and select [Personalized Registration Plates](#). Personalized registration plates will not be reserved until PennDOT receives payment and a completed application and approves your requested registration plate configuration [number(s) and/or letter(s)]. Please note that registration plate requests are processed on a first-come, first-served basis. Although a requested registration plate configuration may show as being available on the website, it is possible that a request for the same registration plate configuration may have already been submitted by another customer and may not be available when making application.
- Personalized registration plates will be manufactured on the basis of this application. **NO REFUND** of the fee will be issued when an applicant cancels a request after the order is placed with the manufacturer.
- Allow 8 to 10 weeks for delivery of personalized special organization registration plate.

Visit us at www.pa.gov/dmv or call us at 717-412-5300. TTY callers — please dial 711 to reach us.