

Triangle Chapter



Penn State
Alumni Association

PROCESS FOR STARTING A NEW CLASS OF LICENSE PLATES

The Division of Motor Vehicles must receive a minimum of 300 applications and fees before we may begin issuing the license plate.

The organization, group or college should establish a contact person who will be responsible for collecting the applications and fees. Money collected should be deposited into an account while collecting the required applications (checks, money orders, etc. should be made payable to the organization who is collecting the applications and fees).

Once the applications and fees have been collected, they should be submitted to the Division of Motor Vehicles. One check may be written from the account to cover the fees made payable to North Carolina Division of Motor Vehicles. The check should be submitted along with the applications. The artwork for the plate design may be submitted along with the applications also. The maximum size of the logo is

2 15/16 inches high and 3.5 inches wide. You will be allowed a maximum of three colors in the logo and we will need the color numbers of your selection of colors to be used. We will need camera ready artwork of the design (positive and negative – actual film). If you need assistance with the artwork, you may contact Danny Stanley at 919-496-3095. The camera ready artwork will be forwarded to the Sign Plant where a sample plate will be created. Once I receive the sample plate, it will be mailed to the contact person for approval. I will need written approval of the sample plate before we begin manufacturing the plate. (Each class of special license plates is assigned a prefix or a suffix. The prefix or suffix will not be assigned until the minimum 300 applications are received.)

The contact person is allowed to assign the first 25 plates.

When we begin issuing the plates, a license plate will be issued and mailed to the individuals whose current plate is not expiring within the next three months and do not have any stops on their vehicle record. Those that do not receive a plate will receive a letter from the Division explaining what is needed in order for their special plate to be issued.