

# **Pennsylvania State Corrections Officers Association**

## **ORGANIZATIONAL SPECIALTY** **REGISTRATION PLATES**

**The PSCOA has been approved by PennDOT to issue organizational specialty registration plates.**

### **PLEASE NOTE THE FOLLOWING:**

1. You complete **SECTION A** of the application in its entirety. The information for this section is on your current registration card. The members name must appear on the registration.
2. You must sign and date in **SECTION D**. **Do not** write in **SECTIONS B** or **C**. Doing so will invalidate you application.
3. The cost of the plate is **\$25.00**. Any additional registration cards are **\$1.50** each. The check or money order must be made out to the **PSCOA, not PennDOT**. **PLEASE DO NOT SEND CASH.**  
***PLEASE NOTE:** Although the application states the fee is \$20.00, PSCOA charges an additional \$5.00 fee to offset the cost of plate production and a contribution to the Association.*
4. The application and payment must be sent to: **PSCOA 2421 North Front St. Harrisburg, PA 17110** for approval. Please put **ATTN: John Chernavage** on the outside of the envelope. After the application is approved we will then forward it to PennDOT.
5. Requests for the registration plates are restricted to passenger vehicles, trucks and motor homes with a registered gross weight of no more than 9000 pounds. Motorcycles and trailers do not qualify for specialty registration plates.
6. No refund of fee will be issued when the applicant cancels the plate request after the order is placed, as per PennDOT regulations.
7. 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 17016-8597** after you have received your specialty plate.
8. The PSCOA Specialty Plate Program is offered only to active PSCOA members in good standing and PSCOA employees.

**MV-904SO (09-04)**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		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>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</b> <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		
<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>						
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 vehicles registration credential.** If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information", must be completed and attached.
- 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, we will reissue you the next available plate in our series for \$7.50. To apply for a replacement, complete Form MV-44 and submit the required fee.
- 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 or ceases to be a notary public 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.

**SPECIAL INSTRUCTIONS - SECTION C**

- If applicant is a notary applying for a notary public plate, the applicant's notary seal must be affixed in this section instead of an official's signature.
- 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.