

# PERSONALIZED LICENSE PLATE APPLICATION

Personalized license plate applications must be filled out in its entirety and signed by the applicant. Incomplete or unsigned applications will not be accepted.

## Instructions

**Step #1** – Fill in all vehicle owner name(s) and phone number(s). Names must appear as listed on vehicle registration.

**Step #2** – Fill in legal Colorado address. This address is your registration address that is used to determine County of residence. If approved, the personalized plates will be shipped to the County of residence. If mailing address is different from the legal address fill in the mailing address. Mailing address is where all correspondence is sent.

**Step #3** – Select vehicle type and plate type by making an “X” in the box next to choice. Only one vehicle type and one plate type may be chosen. Please refer to Vehicle Type, Plate Type and Fees of this section for assistance in helping to make a choice.

**Step #4** – Indicate your first, second and third choices. All choices must have a definition, explanation or meaning associated with it. Any that are missing will not be considered. Please refer to Personalization Standards in this section for assistance.

**Step #5** – Sign and date application. Unsigned applications will not be processed and no notice will be sent to the applicant.

## Vehicle Type

Vehicle type can be determined by looking at the vehicle registration and/or title. Certain vehicle types require special consideration and/or registrations before personalized plates can be issued to them. Please contact your County Motor Vehicle Office with any questions on vehicle types.

## Plate Type

**Designer** – Designer plates are plates that are manufactured with a special graphics (scenic purple mountains) on the background of the plate. Designer plates are only allowed to be issued to passenger vehicles and light trucks that do not exceed 16,000 pounds empty weight. Designer personalized plates incur higher fees that are assessed annually. Please refer to Fees under this section.

**Regular** – Regular plates are the standard plates commonly referred to as the green and white plates.

**Group Special** – Group Special plates are plates authorized to be issued to a group of people because such people have a common interest or affinity. In addition to regular taxes and fees Group Special license plates require authorization from their corresponding sponsoring organization prior to being allowed to be issued the plates. Please contact your County Motor Vehicle Office for specific details on individual Group Special license plates. All Group Special personalized plate applications must be accompanied by the original certificate issued by the sponsoring organization. Any application that does not have the certificate will be denied.

**Alumni** – Alumni plates are plates authorized to be issued to an alumni association for a private or public college or university located within Colorado. In addition to regular taxes and fees Alumni license plates require authorization from their corresponding college or university prior to being allowed to be issued the plates. Please contact your County Motor Vehicle Office for specific detail on individual Alumni license plates. All Alumni personalized plate applications must be accompanied by the original certificate issued by the college/university. Any application that does not have the certificate will be denied.

**Street Rod** – Street Rod plates can only be issued to vehicles manufactured in 1948 or prior with a body design that has been modified for safe road use. A photocopy of the registration or title must accompany this application.

**Call Letter** – Call Letter plates are issued to vehicles where the owner is licensed by the Federal Communications Commission (FCC) to operate a amateur radio, standard radio, FM, television, or modification license. A copy of the Federal Communications Commission (FCC) license must accompany this application.

## Fees

In addition to regular taxes and fees assessed by your County Motor Vehicle Office the below will be collected upon approval of the personalized license plate. **NO REFUNDS WILL BE ISSUED.** The Department will not honor a change of choice or spacing or a request for refund after payment has been received.

### **Personalized Designer**

- \$85.00 Application Fee (one time)
- \$50.00 Renewal Fee (annually)
- \$13.00 Transfer Fee (each transfer)

### **Regular, Group Special, Alumni and Street Rod Personalized**

- \$60.00 Application Fee (one time)
- \$25.00 Renewal Fee (annually)
- \$13.00 Transfer Fee (each transfer)

### **Call Letter – Amateur**

- \$2.00 Application Fee (one time)
- \$2.00 Renewal Fee (annually)
- \$1.00 Transfer Fee (each transfer)

### **Call Letter – Commercial**

- \$5.00 Application Fee (one time)
- \$5.00 Renewal Fee (annually)
- \$1.00 Transfer Fee (each transfer)

## Personalization Standards

**The Department may refuse to issue any combination of letters or numbers that carry connotations offensive to good taste and decency, are misleading, or duplicate any other license plate.**

### **C.R.S. 42-3-211(5)**

The only characters allowed on personalized plates are:

- English alphabet (upper case only)
- English numbers (excluding zero\*)
- Blank spaces
- Dashes
- Periods

Only seven characters are allowed (six for motorcycle) to include blank spaces, dashes and periods.

The minimum amount of characters allowed are:

- Five for plates with numbers only
- Two for any other plate (all letters or combinations of letters and numbers)

Spaces, dashes, and periods count as a character. However, they do not change the configuration. Example: If ABC is taken, then A B C, A-B-C, and A.B.C. are also taken.

The following combinations are **NOT** allowed:

- 3 alpha, up to 4 numeric (AAA1234)
- Up to 5 numeric, 2 alpha (12345AA)
- 1 alpha, up to 6 numeric (A123456)
- 2 alpha, 2 numeric, 2 alpha (AA12AA)
- 2 numeric, 2 alpha, 3 numeric (12AA123)
- 1 alpha, up to 4 numeric, 1 alpha (A1234A)
- 1 numeric, 2 alpha, up to 4 numeric (1AA1234)
- Up to 5 numeric, 1 alpha, 1 numeric (12345A1)
- Up to 4 numeric, 2 alpha, 1 numeric (1234AA1)
- 1 alpha, 1 numeric, 1 alpha, 4 numeric (A1A1234)
- 2 numeric, 1 alpha, 2 numeric (12A12)
- Up to 6 numeric, 1 alpha (123456A)
- Up to 3 numeric, 3 alpha (123AAA)
- 3 alpha, up to 3 numeric (AAA123)

All emblems and/or logos will be removed from any personalized plate regardless of the number of characters allowed.

\*The number zero (0) may be used for Call Letter plates only.

### **Completed Applications**

Completed applications should be mailed to:

**Department of Revenue  
Motor Vehicle Registrations  
Denver, Colorado 80261-0016**

**DO NOT MAIL YOUR PAYMENT WITH YOUR APPLICATION.** If approved you will receive correspondence stating fees, payment information and where to mail the payment.

### **Approved Applications**

When a choice is approved, you will receive a Billing Notice requesting payment of the appropriate fee. When payment is received, an order will be placed to manufacture the plates. Manufactured plates will be sent to your County Motor Vehicle Office. Your County Clerk will notify you, by mail, that your plates are available to register your vehicle.

The County will hold your plates at your County Motor Vehicle Office for twelve months from the date the plates were received. If you do not pick up your plates within that twelve months, the plates will be destroyed and that configuration will be made available for issuance to another applicant. No refunds will be issued after payment is received. The Department will not honor a change of configuration or spacing after payment has been received.

If you move before you receive the license plates, give your new address to your County Motor Vehicle Office and the Colorado Motor Vehicle Registration Section. Failure to notify both agencies may cause delay or the loss of your personalized plate.

The renewal fee for subsequent years (see Fees) will be included on your renewal notice from your County Clerk. The fee to renew or transfer personalized plates will be assessed by your local County Motor Vehicle Office.

### **Denied Applications**

Applications that are denied, based on, but not limited to the following, will be informed via mail correspondence. There is no appeals process for the denial of personalized plates.

#### Common Reasons for Denied Applications

- Offensive to the general public
- Misleading
- Duplicate Plate
- Conflicts with regular issued plate configurations
- Not an allowable combination
- Plate Issued to Someone Else
- Too Many Characters (up to 6 for Motorcycle, up to 7 all others)
- Special symbols (!, #, \$, %, \* etc...) not allowed
- Minimum of five numbers required on all numeric plates
- Applicant does not have a valid Colorado address
- Zero's are not allowed
- Application Not Signed\*
- Incomplete Application\*
- Application requested a plate type that required a certificate, but no certificate supplied\*
- Vehicle does not meet the qualifications for the plate type selected\*

\*Applications that have been denied for this reason will not receive a reject notice. A State Registrations Clerk may contact you via phone to attempt to correct the application.

**DO NOT MAIL YOUR PAYMENT WITH YOUR APPLICATION.**

DR 2810 (06/26/07)  
**COLORADO DEPARTMENT OF REVENUE**  
 DIVISION OF MOTOR VEHICLE  
 REGISTRATION SECTION  
 Denver, CO 80261-0016

Department Use Only – <b>DO NOT WRITE IN THIS AREA</b>						

<b>STEP #1</b>	<b>Please use typewriter or print in black or blue ink – handwritten forms must be in block</b>		
	Owner 1 (name as it appears on the vehicle registration)	Daytime Phone Number	
	Owner 2 (name as it appears on the vehicle registration)	Daytime Phone Number	
	Owner 3 (name as it appears on the vehicle registration)	Daytime Phone Number	
	Owner 4 (name as it appears on the vehicle registration)	Daytime Phone Number	

<b>STEP #2</b>	Legal Colorado Address (P.O. Boxes are not accepted)	City	ZIP	County of Residence
	Mailing Address (if different from Legal above)	City	State	ZIP

Select Vehicle Type and Plate Type Below (please check only one, if more than one is checked, the application will be rejected without notice, if none are checked default is the Regular Plates – Passenger / Motorhome Plates)

DESIGNER	REGULAR	GROUP SPECIAL <small>(requires certificate from organization)*</small>	ALUMNI <small>(requires certificate from organization)*</small>	STREET ROD <small>(special qualifications for vehicle apply)</small>	CALL LETTER <small>(special qualifications apply)</small>
<input type="checkbox"/> Passenger	<input type="checkbox"/> Passenger / Motorhome	<input type="checkbox"/> Passenger	<input type="checkbox"/> Passenger	<input type="checkbox"/> Passenger	<input type="checkbox"/> Passenger
<input type="checkbox"/> Light Truck	<input type="checkbox"/> Light Truck	<input type="checkbox"/> Light Truck	<input type="checkbox"/> Light Truck	<input type="checkbox"/> Light Truck	<input type="checkbox"/> Light Truck
	<input type="checkbox"/> Recreational Truck	<input type="checkbox"/> Recreational Truck	<input type="checkbox"/> Recreational Truck	<input type="checkbox"/> Recreational Truck	
	<input type="checkbox"/> Farm Truck**	<input type="checkbox"/> Farm Truck**	<input type="checkbox"/> Farm Truck**		
	<input type="checkbox"/> Farm Tractor*	<input type="checkbox"/> Motorcycles			
	<input type="checkbox"/> Trailer	<input type="checkbox"/> Collector**			
	<input type="checkbox"/> Motorcycles				
	<input type="checkbox"/> GVW Truck**				
	<input type="checkbox"/> GVW Tractor**				

\*If Group Special or Alumni is selected certificate authorizing the issuance of the personalized plate from that organization must be attached to this application (certificate will not be returned). Group Special and Alumni must select plate from below (please check only one, only those Group Special and Alumni that are authorized to be personalized are listed no write ins are allowed).  
 \*\*Special vehicle requirements must be met prior to authorization being granted.

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> 5 Year Collector Passenger**</td></tr> <tr><td><input type="checkbox"/> 5 Year Collector Tractor**</td></tr> <tr><td><input type="checkbox"/> 5 Year Collector Truck**</td></tr> <tr><td><input type="checkbox"/> Agriculture*</td></tr> <tr><td><input type="checkbox"/> Air Force Academy*</td></tr> <tr><td><input type="checkbox"/> American Indian*</td></tr> <tr><td><input type="checkbox"/> Breast Cancer Awareness (no certificate required)</td></tr> <tr><td><input type="checkbox"/> Broncos Charities*</td></tr> <tr><td><input type="checkbox"/> Colorado College*</td></tr> <tr><td><input type="checkbox"/> Colorado State*</td></tr> <tr><td><input type="checkbox"/> Denver University*</td></tr> </table>	<input type="checkbox"/> 5 Year Collector Passenger**	<input type="checkbox"/> 5 Year Collector Tractor**	<input type="checkbox"/> 5 Year Collector Truck**	<input type="checkbox"/> Agriculture*	<input type="checkbox"/> Air Force Academy*	<input type="checkbox"/> American Indian*	<input type="checkbox"/> Breast Cancer Awareness (no certificate required)	<input type="checkbox"/> Broncos Charities*	<input type="checkbox"/> Colorado College*	<input type="checkbox"/> Colorado State*	<input type="checkbox"/> Denver University*	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> Kids First*</td></tr> <tr><td><input type="checkbox"/> Mesa State College (no certificate required)</td></tr> <tr><td><input type="checkbox"/> Metro State College*</td></tr> <tr><td><input type="checkbox"/> Regis University*</td></tr> <tr><td><input type="checkbox"/> School of Mines*</td></tr> <tr><td><input type="checkbox"/> Support Education*</td></tr> <tr><td><input type="checkbox"/> Support the Troops*</td></tr> <tr><td><input type="checkbox"/> University of Colorado*</td></tr> <tr><td><input type="checkbox"/> University of Northern Colorado*</td></tr> <tr><td><input type="checkbox"/> Western State College (no certificate required)</td></tr> </table>	<input type="checkbox"/> Kids First*	<input type="checkbox"/> Mesa State College (no certificate required)	<input type="checkbox"/> Metro State College*	<input type="checkbox"/> Regis University*	<input type="checkbox"/> School of Mines*	<input type="checkbox"/> Support Education*	<input type="checkbox"/> Support the Troops*	<input type="checkbox"/> University of Colorado*	<input type="checkbox"/> University of Northern Colorado*	<input type="checkbox"/> Western State College (no certificate required)
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Indicate your first, second and third choices in the boxes below. It is not necessary to fill in all three choices. Your choices will be considered in the order listed. A definition/explanation/meaning of your choices must be listed for each choice, if missing application will be denied with no notice to the applicant. All personalization is centered on the plate (logos and symbols are always removed), please fill starting with left most box.

<b>STEP #4</b>	<b>One letter and/or number per space per choice below</b>					<b>Explain the meaning of the characters you have chosen:</b>	
	#1						
	#2						
	#3						

<b>STEP #5</b>	Signature of Applicant	Date Signed
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**DO NOT MAIL YOUR PAYMENT WITH YOUR APPLICATION.**