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## SPECIALTY LICENSE PLATE DEVELOPMENT PROCESS

Plate development will begin once all required documentation is submitted, and the Commission on Special License Plates recommends approval of the application.

- If legislation is passed in favor of a sponsoring organization to develop a new specialty license plate, the organization will be referred to the Commission on Special License Plates for recommendation of approval.
- A person on behalf of an organization may request a special license plate be made without legislation.

### Application

- Submit a completed Specialty License Plate Application (form SP-68 or SP68A) to the Department.
- With the application, a surety bond in the amount of \$5,000 or \$20,000 must be submitted.
- The Commission on Special License Plates will release the bond if the license plate is not made or, upon the yearly audit there are at least 1,000 or 3,000 active registered vehicles utilizing the license plate.
- Submit proof the special license plate will only generate financial support for the following:
  - For a government entity or an organization that is established as a nonprofit charitable organization which provides services to the community relating to public health, education, or general welfare.
  - The organization must be registered with the Secretary of State, if required by law. A copy of the business license must be submitted.
  - The name and purpose of the organization does not promote, advertise, or endorse any specific product, brand name, or service that is offered for profit and is nondiscriminatory.
  - The license plate does not promote any specific religion, faith, or antireligious belief.
- The application for a special license plate must include a budget which includes the proposed operating and administrative expenses of the organization. The applicant must amend and update the application if the organization has prepared a new budget before the license plate is issued.

### License Plate Approval

- Documentation will be submitted to Central Services and Records Division for review, then to the Commission on Special License Plates for approval.
- When the Department has determined it will issue the plate, the Department will notify the person who requested the plate, the organization, and the Commission.
- Upon the Department's approval of a plate, the sponsoring organization must submit to the Commission in writing, the methods and procedures used to award grants with the money received from the sale of license plates. The Commission shall review and approve the procedures.
- If approved a meeting will be set up to discuss account codes, design, and souvenir plates.
- The sponsoring agency may request displaying of the license plate on the DMV website; a camera-ready design must accompany the request.
- The license plate design must meet the standards set in **NRS 482.270** and **482.2705**. The left-hand one-third of the license plate is the only part of the license plate on which any design or insignia can be displayed.
- The sponsoring organization/artist must submit a letter relinquishing any proprietary rights and assign all rights of the design to the Department.
- Once law enforcement has approved the license plate, the Department Director will make the final decision as to the acceptability of the license plate.
- The first 50 to 100 license plates may be reserved for the sponsoring organization. The organization must notify the Department, in writing, of the reserved license plate number, person, and office location where the individual will register the new license plate. License plates will be held for a maximum of 3 months.
- Trailer license and motorcycle plates are available.
- Souvenir license plates are available for purchase, to the sponsoring organization.



Submit the Specialty License Plate Application (form SP-68 or SP-69A) and documents by mail, fax, or email to:

Department of Motor Vehicles Central Services and Records Division  
Special License Plates Section  
555 Wright Way  
Carson City, NV 89711  
Fax (775) 684-4797  
[SLPC@dmv.nv.gov](mailto:SLPC@dmv.nv.gov)

#### Annual Review by the Commission on Special License Plates

- The sponsoring organization must submit an SP-100 Charitable Organization Special License Plates Balance Sheet and Instructions Form sheet and recent bank statement by September 1 of each fiscal year on a form provided by the Commission.
- On or before July 1 of each fiscal year, the sponsoring organization must provide to the Commission and the DMV a completed SP-99 Special License Plate Organization Information Request Form, providing the information listed below:
  - A list of the names of the persons, whether or not designated officers, who are responsible for overseeing the operation of the organization.
  - The organization's current mailing address, email address and telephone number.
  - A report on the budget of the organization, including a description of how the money received from additional fees was expended, and any recipient or awardee of that money.
  - A copy of the most recent federal tax return of the organization, including any related tax schedules.
- On or before July 1 of each fiscal year, a non-profit organization shall also post on the organization's website or publish in a newspaper of general circulation in the county where the organization is based, the most recent federal tax return of the organization, including any related tax schedules.

The Commission on Special License Plates may request the Legislative Auditors to perform an audit of a sponsoring non-profit organization if the Commission has reason to believe that the organization has filed forms or records that are inadequate or inaccurate, has committed improper financial practices, has failed to use adequate methods to ensure money received from plates is expended solely for the benefit of the intended recipient, or determines that an audit is necessary to assist the Commission in administering any provisions of the law.

The Commission on Special License Plates may recommend that a plate be discontinued if the Nevada legislative auditor determines that a non-profit group has committed any acts of improper financial administration. The sponsoring organization will be given an opportunity for a hearing. The DMV makes the final decision (**NRS 482.38279**).