



AOH License Plate Project

Virginia

Presented by: Mark Monaghan,
President St. Patrick Division

Steps

1. Sponsoring Organization: AOH Virginia State Board, revenue sharing

- a) The General Assembly can designate an eligible entity to receive a portion of the annual plate fees paid for certain license plates. After 1,000 qualifying plate sales, DMV will return \$15 of every \$25 collected annually to the designated entity.
- b) Have your Legislator complete Acknowledgement of Support Form VSA155 (See Slide #3).
- c) Submit completed VSA 155 form to DMV.

2. DMV License Plate Development (LPD) office **will:**

- a) Send receipt confirmation email or phone call to the sponsor after receiving the VSA 155 form.
- b) Send the Preorder Request (VSA 10D) form to use as the application when collecting the required minimum 450 applications and payment.
- c) Send Plate Sponsor (VSA 154) form.
- d) Send License Plate Design Release Agreement.
- e) Send License Plate Design Template (upon request).
- f) Provide consultation and address all questions and concerns any time during the process.



**LICENSE PLATE IN DEVELOPMENT
ACKNOWLEDGEMENT OF SUPPORT**

VSA 155 (08-22-2017)

Form VSA 155

PURPOSE: A Virginia Legislator who has agreed to sponsor a new license plate requiring legislation ([§ 46.2-725](#)) uses this form to communicate that support to Virginia's DMV.

INSTRUCTIONS: The completed form is given to the constituent license plate sponsor. The constituent will submit this completed form to DMV- License Plate Development, EMAIL: PlateDevelopment@dmv.virginia.gov, FAX (804) 367-6379, or MAIL to the address above ATTENTION: License Plate Development, Room 322.

SPONSOR CONTACT INFORMATION				
Enter information for the sole contact for all verbal and written communications during the plate development process.				
SPONSORING ORGANIZATION NAME (if applicable)			AUTHORIZED REPRESENTATIVE (if applicable)	
PRIMARY CITIZEN CONTACT'S NAME			EMAIL ADDRESS	
STREET ADDRESS (Apt # or P.O. Box if applicable)			CITY	STATE ZIP CODE
WORK TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()	CELL PHONE NUMBER ()	FAX NUMBER ()	
LICENSE PLATE REQUIRING LEGISLATION INFORMATION				
PLATE NAME		REVENUE TYPE <input type="checkbox"/> NON REVENUE SHARING <input type="checkbox"/> REVENUE SHARING (for additional information see § 46.2-725)		
IMPORTANT INFORMATION REGARDING THE ANNUAL SPECIAL PLATE FEE A \$10 annual plate fee is for non revenue sharing and \$25 is for revenue sharing. Both typically require a minimum of 450 prepaid applications using the DMV form VSA10D Preorder Request. For more information, see § 46.2-725 and contact DMV- License Plate Development.				
ANNUAL SPECIAL PLATE FEE: _____		IF FEE IS DIFFERENT THAN GENERAL FEES NOTED ABOVE, PLEASE EXPLAIN:		
Will the proposed legislation waive the typical 450 prepaid applications? <input type="checkbox"/> YES <input type="checkbox"/> NO				
General Assembly session year plate will be introduced _____				
CERTIFICATION				
SENATOR/DELEGATE/LEGISLATIVE AIDE NAME (print)		SENATOR/DELEGATE/LEGISLATIVE AIDE SIGNATURE		DATE (mm/dd/yyyy)

Steps (cont)

3. Sponsoring Entity/Constituent (SPONSOR)

- a) Consult with the LPD office before collecting the applications and payment.
- b) Begin collecting applications and payments, if required.
- c) Update the legislator on your progress. REMEMBER, the Sponsor is expected to have a minimum 450 prepaid applications available prior to the January General Assembly session.
- d) Review and ensure applications are complete.
- e) Submit the prepaid applications and payment to our License Plate Development office after the license plate bill is signed by the Governor and before July 31 of that year. If not received, authorization to issue the license plate expires and refunds must be provided to all the applicants.
- f) Submit the License Plate Design Release Agreement
- g) Submit electronic artwork. Provide an original raw file of a camera ready design created in a vector-based program (Adobe Photoshop or Illustrator CS6)

Steps (cont.)

4. The License Plate Development office will:

- a. Send a metal license plate prototype to the Sponsor and others for approval.
- b. Order the plates.
- c. Coordinate processing of the applications and plate mailing. The mailing will include plates, vehicle registration, and year decals.

Proposed Design #1



Proposed Design #2



Recommendations

- AOH State Board assist with identifying a Legislative Sponsor
- St. Patrick Div (James Swanick) can act on the State Board's behalf if desired as both a POC and coordinator for the LPD
- AOH State Board identifies a State coordination contact