

**REQUEST FOR  
ARKANSAS COURT APPOINTED SPECIAL ADVOCATES  
SPECIAL LICENSE PLATE**

Instructions for obtaining this special plate are listed on the back of this form. If requesting the plate by mail, please enclose this completed form along with other documents required. If you are requesting the plate in person at a State Revenue Office this form is not required.

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Name of Vehicle Owner

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Address

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City, State, Zip

<b>Vehicle Year</b>	<b>Vehicle Make</b>	<b>Vehicle Model</b>	<b>License Number</b>

Apply by mail at the following address:

Department of Finance and Administration  
P.O. Box 1272  
Special License Unit, Room 1040  
Little Rock, AR 72203

The plates are available in person only at the State Revenue Offices listed at the following link:

[http://www.accessarkansas.org/dfa/motor\\_vehicle/mv\\_revenue\\_special.php](http://www.accessarkansas.org/dfa/motor_vehicle/mv_revenue_special.php)

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Signature

Date

## INSTRUCTIONS FOR OBTAINING THE SPECIAL LICENSE PLATE

RESTRICTIONS – Issuance is restricted to passenger cars, all ½ ton and ¾ ton trucks, and 1 ton trucks use for private transportation only. One (1) ton trucks used for commercial purposes must be registered with a commercial license.

In addition to normal annual registration fees, there are additional annual fees in the amounts of ten dollars (\$10.00) for handling and administrative costs, and twenty-five dollars (\$25.00) special fee for the Arkansas Court Appointed Special Advocates. **These fees are due annually.**

See the front of this form for the Revenue Offices where these plates are available. If a special plate is lost, it may be replaced with another special plate only in the offices listed. The special plates may be renewed by Internet, phone, by mail, or in any Revenue Office. They may be transferred to a newly acquired vehicle in any Revenue Office.

### OBTAINING A SPECIAL LICENSE PLATE FOR A VEHICLE ALREADY TITLED AND REGISTERED TO THE APPLICANT

REQUIREMENTS – Two options are available when obtaining a special plate when the vehicle is already titled and registered in the applicant's name.

**Option 1** – If the applicant's existing plate is current, it may be replaced with a special plate. With this option, the special plate will keep the same expiration date as the plate being replaced. Applicants will get the entire benefit of the full registration fee paid for the plate being replaced. However, since the expiration date will remain the same, they will not get a full year's benefit of the \$25.00 or \$10.00 special fees. When renewing, the applicant will be required to pay the additional fees again.

Fees for obtaining the plate using option 1 are as follows:

Special design use fee for the special plate is.....	\$ 25.00
Fee for replacement of the regular plate.....	1.00
Special fee for administrative costs.....	10.00
Postage fee (if the transaction is done by mail).....	1.39 or if in person .39 cents
Total Fees (if the transaction is done by mail).....	37.39 or if in person 36.39

#### Other requirements are:

- Completed request for Arkansas Court Appointed Special Advocates License Plate form.

**Option 2** – The applicant may request to pay the normal full year registration fee for the vehicle and begin the special license plate with a full year's registration. With this option, the applicant will get full benefit of the \$25.00 and \$10.00 additional fees. However, no credit will be given for the time remaining on the plate being replaced.

Fees for obtaining the plate using option 2 are as follows:

The full year registration fee normally due for the vehicle will be due. For passenger cars the registration fee will be \$17.00, \$25.00, or \$30.00 depending on the vehicle's unladen weight. For qualifying trucks (see restrictions) the full year fee is \$21.00.

Special design use fee for the special plate is	\$25.00
Validation decal fee is	\$2.50
Special fee for administrative costs is	\$10.00
Postage fee if the transaction is done by mail is	\$1.39
Postage fee if the transaction is done in person in the Special License Unit is	.39 cents.

Total fees depend on the normal registration fee for the vehicle and postage fees.

#### Other requirements are:

- Completed Request for Arkansas Court Appointed Special Advocates Special License Plate form.
- Proof of current liability insurance.
- If the applicant's existing license plate is expired, or will expire in the **current calendar year**, the following personal property tax information is required
  - Proof of personal property assessment for the current year
  - Proof of personal property tax payment of taxes due by October 10 of the previous year.

If the applicant's existing license plate will expire the **next calendar year**, proof of personal property assessment and tax payment are not required.

### OBTAINING A SPECIAL PLATE FOR A NEWLY PURCHASED VEHICLE

**If obtaining a special plate is for a newly purchased vehicle, all normal documentation for title and registration is required. Applicants should contact their local Revenue Office for assistance.**