

**REQUEST FOR PERSONALIZED COLLEGIATE LICENSE PLATE
PERSONALIZED PLATE FEE OF \$25.00 MUST ACCOMPANY THIS FORM**

Read the back of this form carefully before completing. When completed, return it and the \$25.00 personalized fee to the following address:

DEPARTMENT OF FINANCE AND ADMINISTRATION
REVENUE DIVISION - SPECIAL LICENSE UNIT
P.O. BOX 1272
LITTLE ROCK, AR 72203

Check the box of the personalized collegiate plate you are ordering.

Plate Type Requested	
<input type="checkbox"/>	University of Arkansas for Medical Sciences
<input type="checkbox"/>	Arkansas School for the Deaf
<input type="checkbox"/>	Northwest Arkansas Community College
<input type="checkbox"/>	Mid-South Community College
<input type="checkbox"/>	College of the Ouachitas
<input type="checkbox"/>	National Park Community College
<input type="checkbox"/>	
<input type="checkbox"/>	

Printed name and address of vehicle owner as shown on registration certificate.
Name
Address
City, State, Zip

Current Arkansas License Plate No.	Operator or Chauffeur's License No.	Telephone No. (Optional)

The local Revenue Office **cannot** research a request for availability. The request must be submitted to the Special License Unit. No search requests may be completed by phone.

I hereby request the following personalized collegiate license plate number and certify that my registration privileges have not been suspended or revoked.

The Characters in vertical alignment on the special plate, if any, must remain on the plate. You may submit combinations only for the characters in horizontal alignment. List three (3) choices, in order of preference.

Please do not request a combination that you do not want. Please make sure all letters are capitalized and numbers written clearly.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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After choice has been accepted with the \$25.00 fee, there can be no change or refund of fee.

Personalized plates are ordered the first of every month. New plates should return to this office within eight (8) to ten (10) weeks after the order goes to the factory.

Signature of Owner _____ Date _____

TO BE COMPLETED BY SPECIAL LICENSE UNIT. DO NOT WRITE BELOW THIS LINE.

License Ordered _____ Order Date _____

Agent Signature _____ County _____

Date Recd.	Check #	Date Approved	Special Fee
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INSTRUCTIONS FOR OBTAINING A PERSONALIZED COLLEGIATE LICENSE PLATE

To convert a personalized plate to a personalized **collegiate** plate, enter the plate number in the 1st CHOICE block on the front of this form. If the personalized plate you already own does not meet the criteria listed in this form, it cannot be ordered as a personalized collegiate plate. (SEE NOT ALLOWED BELOW)

Individual requests for personalized plates received each month are compiled into an order, which the department sends to the factory on the first working day of each month. The plates are normally available within eight (8) to ten (10) weeks of the department's order date. You will be notified by mail when your plate is available with instructions as to what you must do to receive it.

NOT ALLOWED

1. **COMBINATIONS OF CHARACTERS THAT WILL CONFLICT WITH THE NUMBERING SYSTEM OF REGULAR COLLEGIATE PLATES.**
2. **WORDS OR LETTER COMBINATIONS THAT EXCEED FOUR (4) CHARACTERS AND SPACES COMBINED.**
3. **WORD OR LETTER COMBINATIONS THAT ARE SUGGESTIVE, OFFENSIVE, OR NOT IN GOOD TASTE.**
4. **A DUPLICATE OF ANY LICENSE PLATE NUMBER.**
5. **THE USE OF SYMBOLS AND SIGNS, SUCH AS A PERIOD (.), PLUS SIGN (+), DASH (-), ETC.**

RESTRICTIONS

1. Issuance of personalized collegiate plates is restricted to passenger cars, ½ ton and ¾ ton pickups, and 1 ton trucks used for private transportation only.
2. Personalized collegiate plates may consist of not more than four (4) characters and spaces combined.
3. Requests for personalized collegiate plates must be on the form approved by the department.
4. Applicants may request three combinations in priority of 1st, 2nd, and 3rd, choice as listed on the front of this form. The first choice will be ordered, if available, if not, the second choice, then the third choice. If none of the choices are available, the fee and application will be returned to the applicant.
5. After a choice has been submitted and accepted by the department with the \$25.00 fee, there can be no change or refund of the personalized fee.

PERSONALIZED COLLEGIATE PLATE FEES

Fee to submit with order: Personalized plate fee of \$25.00

Fee when plate is available and applicant is submitting documents to obtain the plate:	College design use fee	\$25.00
	Administrative and handling fee	10.00
	Replacement fee	1.00
	Postage if picked up in person	.39
	Postage if the plate is mailed	1.39

Note : The plate being replaced must be current. If it is expired all documents for renewal are required and all annual fees are due.

Fees for annual renewal:	Normal registration fee for the vehicle, which will be \$17.00, \$25.00, or \$30.00 or if a pickup \$21.00.	
	Personalized plate fee	\$25.00
	College design use fee	25.00
	Administrative and handling fee	10.00
	Postage	.39
	Validation decal fee	2.50