

REQUEST FOR SPECIAL COLLEGIATE LICENSE PLATE

If requesting a personalized collegiate license plate, use REQUEST FOR PERSONALIZED COLLEGIATE LICENSE PLATE form 10-320.

Please complete the information below:

Vehicle Make	Vehicle Model	Vehicle Year	License Number
Printed Name of Vehicle Owner			
Signature of Vehicle Owner			Date

Please read the instructions below and on the back of this form.

In the table below, place an “X” in the box to the left of the plate you are requesting. The plates are available in person only in the Revenue Office listed in the column to the right. Any plate listed may be obtained by mail or in person at the addresses of the Revenue Office immediately following the table.

Plate Type Requested	Revenue Office Where Available in Person Only
<input type="checkbox"/> Arkansas State University at Jonesboro	<u>These Revenue Offices Only</u>
<input type="checkbox"/> Arkansas Tech University	
<input type="checkbox"/> Harding University	
<input type="checkbox"/> Henderson State University	
<input type="checkbox"/> Hendrix College	
<input type="checkbox"/> Lyon College	
<input type="checkbox"/> Ouachita Baptist University	
<input type="checkbox"/> Southern Arkansas University at Magnolia	
<input type="checkbox"/> University of Central Arkansas at Conway	
<input type="checkbox"/> University of Arkansas at Fayetteville	
<input type="checkbox"/> University of Arkansas at Fort Smith	
<input type="checkbox"/> University of Arkansas at Little Rock	
<input type="checkbox"/> University of Arkansas at Monticello	
<input type="checkbox"/> University of Arkansas at Pine Bluff	
<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	

The plates may be obtained by mail or in person at addresses of the following Revenue Office:

By Mail

Department of Finance and Administration
 Central Revenue Office, Room 1040
 P.O. Box 1272
 Little Rock, AR 72203

In Person

Charles Ragland Taxpayer Services Center
 Central Revenue Office, Room 1040
 1900 West 7th Street
 Little Rock, AR 72201

A collegiate plate may be replaced with another collegiate plate only in Revenue Offices where the plates are available. Collegiate plates may be transferred to a newly acquired vehicle in any Revenue Office. Collegiate plates may be renewed by Internet, phone, mail or in any Revenue Office.

INSTRUCTIONS FOR OBTAINING A SPECIAL COLLEGIATE LICENSE PLATE

RESTRICTIONS – Issuance of collegiate license plates is restricted to passenger cars, all ½ ton and ¾ ton trucks, and 1 ton trucks used 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) for the university. **The \$25.00 fee for the university is a contribution to the university scholarship fund, and is TAX DEDUCTIBLE.**

OBTAINING A COLLEGIATE PLATE FOR A VEHICLE ALREADY TITLED AND REGISTERED TO THE APPLICANT

REQUIREMENTS – Two options are available when obtaining a collegiate 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 collegiate plate. With this option, the collegiate plate will keep the same expiration date as the plate being replaced. Applicants will get the entire benefit of the full year 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 both additional fees again.

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

Special fee for collegiate plate is.....	\$25.00
Fee for replacement of the regular tag.....	\$ 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 Special Collegiate License Plate

Option 2 – The applicant may request to pay the normal full year registration fee for the vehicle and start the collegiate 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. For passenger cars, this fee will be \$17.00, \$25.00, or \$30.00 depending on the vehicle’s unladen weight. For qualifying pickups (see restrictions) the full year fee is \$21.00.

Special fee for college 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 Special Collegiate License Plate.
- 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 COLLEGIATE PLATE FOR A NEWLY PURCHASED VEHICLE

If obtaining a collegiate 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.