


## LICENSE PLATE DEVELOPMENT PREORDER REQUEST

**PURPOSE:** Customers use this form to pre-order license plates in development.  
**INSTRUCTIONS:** Carefully review Section 1. Complete Sections 2 through 4 and submit with the appropriate payment to the License Plate Sponsor in Section 1.

IMPORTANT INFORMATION
License plate development should be complete within 9 months after the license plate sponsor, in Section 1, submits the preorder applications, payment, and official design to DMV.

SECTION 1.	LICENSE PLATE SPONSOR	DMV USE
Submit application and fees to: American Council of Engineering Companies of Metropolitan Washington (ACEC/MW) ATTENTION: PE License Plate 43330 Junction Plaza, Suite 164, Unit 164 Ashburn, VA 20147 EMAIL: staff@acecmw.org		
Make check/money order payable to: ACEC/MW		
LICENSE PLATE CERTIFICATION REQUIREMENTS (if applicable)  NONE	PLATE NAME  Professional Engineer	PROPOSED PLATE DESIGN 
NON-PERSONALIZED PLATE COST: \$10.00	PERSONALIZED PLATE COST: \$20.00	

SECTION 2. VEHICLE REGISTRATION INFORMATION			
Enter <b>ONE</b> of the following:	LAST 4 DIGITS OF VEHICLE IDENTIFICATION NUMBER (VIN)	<b>OR</b>	VEHICLE TITLE NUMBER
OWNER'S FULL LEGAL NAME (last, first, mi, suffix) OR BUSINESS NAME (if business owned)			TELEPHONE NUMBER (     )
CO-OWNER'S FULL LEGAL NAME (last, first, mi, suffix)			TELEPHONE NUMBER (     )
OWNER'S RESIDENCE/HOME/BUSINESS ADDRESS (Apt # if applicable)	CITY	STATE	ZIP CODE

SECTION 3. LICENSE PLATE INFORMATION			
CURRENT PLATE NUMBER	EXPIRATION DATE (mm/dd/yyyy)	PLATE TYPE (see your vehicle registration)	IS THIS A DISABLED PLATE? <input type="checkbox"/> YES <input type="checkbox"/> NO
(check one)			
A. <input type="checkbox"/> TRANSFER MY EXISTING LICENSE PLATE NUMBER (Annual personalized plate fees apply)			
B. <input type="checkbox"/> NEW PERSONALIZED LICENSE PLATE NUMBER (Annual personalized plate fees apply)			
1 <sup>st</sup>	2 <sup>nd</sup>		
3 <sup>rd</sup>	4 <sup>th</sup>		
C. <input type="checkbox"/> DO NOT PERSONALIZE (Standard production number will be issued)			
NOTE: Please review DMV's guidelines regarding personalized plates on page 2 of this form			

SECTION 4. CERTIFICATION	
I/We certify that (check one):	
<input type="checkbox"/> This vehicle is insured by a liability policy issued through an insurance company licensed to do business in Virginia and it will remain insured while registered, whether or not it is operated. Penalties are severe for violation of this requirement.	
<input type="checkbox"/> This vehicle is not insured. I have either paid the applicable uninsured motor vehicle fee for the vehicle for the requested registration period or I understand that DMV will require me to pay the fee prior to the processing of this Preorder Request. (This fee provides no insurance coverage.) A vehicle must be insured with liability coverage when it is registered, and it must remain insured while registered, whether or not it is operated, or the uninsured motor vehicle fee must be paid. Penalties are severe for violation of this requirement.	
I/We further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/We make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.	
For a corporation, an authorized representative must sign.	
VEHICLE OWNER SIGNATURE	DATE (mm/dd/yyyy)
VEHICLE OWNER SIGNATURE	DATE (mm/dd/yyyy)

## ADDITIONAL INFORMATION

### Guidelines for Creating a Personalized Plate Combination

Use any combination of letters, numbers and the special characters dash, space, and ampersand.

1. The number of characters allowed on a license plate varies depending on the plate design. Including the International Symbol of Access reduces the number of characters you can display on your plate.
2. To create a space between characters, leave the applicable box empty.
3. Some plates, such as military and university plates, display a logo. The logo position is stationary and cannot be moved.
4. Personalized character combinations for license plates registered to a vehicle must be unique. Therefore, please provide multiple choices.

### Guidelines for Issuing a Personalized License Plate

The Department of Motor Vehicles (DMV) will not approve an application if contains any combination of characters that in any way carries a connotation which may reasonably be seen by a person viewing the license plate as:

- Profane, obscene, or vulgar in nature
- Sexually explicit or graphic
- Excretory-related
- Used to describe intimate body parts or genitals
- Used to describe drugs, drug culture, or drug use
- Used to condone or encourage violence
- Used to describe illegal activities or illegal substances

In addition, Virginia Code § 46.2-726 prohibits DMV from issuing to certain applicants any personalized character combination that can be read, interpreted, or understood to be a reference to children.

**Please note:** DMV reserves the right to recall and cancel any personalized license plate determined not in compliance with these guidelines.

### Guidelines for Maximum Characters on a License Plate in Development

A plate can be designed with or without a logo. Here is how to determine the maximum number of characters allowed when requesting personalization or transferring existing plate number.

Logo Position	Maximum Characters	<b>Note:</b> Any plate displaying an International Symbol of Access (ISA) will decrease the number of characters by one.
Right	6 characters	
Left	6 characters	
No logo, with or without background graphics	7½ characters	
Center - No longer authorized	N/A	

### New Special Interest License Plate Development Information

Direct all application and refund inquiries to the License Plate Sponsor during the preorder process. The entire special license plate process could take up to two years depending on the direction of the sponsor. It generally takes approximately nine months to develop a new plate once the prepaid applications are collected and submitted with payment to DMV.

### Processing Preorder Application

When the personalization requested is not available, a standard production number will be issued and the personalization fee will be refunded directly to the customer. All customer refunds issued will be mailed to the address shown on the DMV customer record, not the application. As a courtesy, the vehicle registration will be renewed if it is within two months of expiration and DMV will bill for payment. Also, applicants with a multiyear vehicle registration will receive a bill for the additional year(s). The new license plates, vehicles registration, and decals will be mailed to all preorder applicants prior to the new plate's statewide availability.