

# ORGANIZATION PLATE PROGRAM APPLICATION

North Dakota Department of Transportation, Motor Vehicle Division

SFN 54340 (Rev. 06-2007)

|                      |                  |          |
|----------------------|------------------|----------|
| Name Of Organization | Telephone Number |          |
| Mailing Address      |                  |          |
| City                 | State            | Zip Code |

The above public or nonprofit organization recognized by the Internal Revenue Service (IRS) as tax exempt under 26 U.S.C. 501 (c) (3) hereby makes application to the North Dakota Department of Transportation for approval with the department's distinctive number plate program. Enclosed is a copy of our IRS tax exempt status and a copy of our organizations's design (logo), which is subject to the approval of the director. As authorized agent for the organization, I am affirming the **organization will obtain the necessary 50 minimum applicants and provide a one-time payment of \$1,500.** Upon approval, the director shall include the plate in the organization number plate program.

**X**

\_\_\_\_\_  
Signature of Organization's Authorized Agent

**X**

\_\_\_\_\_  
Printed Name of Organization's Authorized Agent

APPROVAL

**X**

\_\_\_\_\_  
Motor Vehicle Division Director

NOTE: Upon acceptance to the organization plate program, it will be required that each applicant (50 minimum required) submit a signed application (SFN 54397) to the department upon the form provided. Each applicant must agree to make payment of all fees required under Chapter 39-04 (NDCC) for the registration of their motor vehicle. **The organization shall collect the applications and fees from each applicant and mail them together to the Motor Vehicle Division along with the one-time payment of \$1,500, payable to the Motor Vehicle Division.**

Mail to:

MOTOR VEHICLE DIVISION  
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE  
BISMARCK ND 58505-0780

Telephone (701) 328-2725  
Fax (701) 328-1487  
Website: [www.dot.nd.gov](http://www.dot.nd.gov)

# Organization Plate Information

1. Your organization will be required to complete the Organization Plate Program Application (SFN 54340), and mail it to the North Dakota Department of Transportation (NDDOT) for approval. Include your organization's logo design for the plate decal. The size of your logo cannot exceed 2½" in diameter. (The application is available on the NDDOT website [www.dot.nd.gov](http://www.dot.nd.gov). You can also view a sample plate by selecting the Special Letter Plate Availability Search.)
2. You will receive notification from the Motor Vehicle Division Director upon approval of your application and logo.
3. The Motor Vehicle Division will mail the required application forms, Application For Organization Plate (SFN 54397), to be completed by 50 or more applicants.
4. Submit the 50 applications with the appropriate fees.
  - a. Plates cannot be issued to any passenger motor vehicle or truck whose gross weight exceeds ten thousand pounds.
  - b. If the applicant's license renewal is due at the time of ordering the plate, the fees should be included with the application.
  - c. If an individual wants a personalized plate, another \$25 needs to be included with the application. Personalized license plates are limited to five (5) characters. Availability of the plate can be verified on the NDDOT website noted above.
  - d. One check shall be issued by the applicant for their order. If the organization so desires, the Motor Vehicle Division will allow the applicant to make their check payable to the organization. The organization can remit one check per 25 applications, as long as the 50 minimum applications are submitted.
  - e. Plates will be mailed to the registered owner(s).
  - f. Advise each applicant that the organization plate fee is due upon renewal of the vehicle license each year.