

When approached by a constituent requesting the creation of a special license plate there is one question you need to ask to determine the next steps. What type of organization is the constituent representing? The reason this question is imperative is that there are three types of Special License Plates. The first is distinctive special license plate C . R . S 42 - 1 - 102 (24 . 5) . A distinctive special license plate is issued to a person because such person has an immutable characteristic or special achievement honor. Specifically the distinctive special license plate is the Military plates. The second is Group Special License Plate (GSLP) C.R.S. 42-1-102(41.5). A GSLP is a special license plate that is not a distinctive plate and is issued to a group of people because such people have a common interest or affinity. The third special license plate is an Alumni License Plate. An alumni license plate can be issued to institution of higher education that offers at least a bachelor degree in an educational program, and is accredited by a nationally recognized accrediting agency or association, C.R.S. 42-3-214.

If the individual is representing an organization that is not requesting a distinctive special license plate there are basic requirements to begin the initiation of C.R.S. 42-3-207. First the organization is required to be a 501(c)3, second the organization needs to collect 3,000 signatures and finally, the organization needs to apply for a GSLP with the Department of Revenue and receive written notification from the Department that the group has complied with the requirements for a GSLP. Once these requirements are met a member of either the House or Senate can sponsor legislation to enact GSLP for a specific organization.

If the individual is representing an organization that meets the definition of distinctive special license plate, there are no statutory requirements like there are for GSLP (3000 signatures, non-profit, etc.). A member of the House or Senate can sponsor legislation to enact this plate.

For alumni license plates, the basic requirements are for the alumni association to obtain the commitments from 500 persons to purchase the license plate, pursuant to C.R.S. 42-3-214(2)(a).

Currently there are 130 different plate types in Colorado. These plate types are broken down by Designer -1(purple mountains), Regular -6 (standard green and white), Alumni - 13, Group Special-34 (as defined above), Military -34 (as defined above), and other (fleet, PUC, SMM, etc). There is a process to retire GSLP that do not meet the minimum 3000 registered vehicles, pursuant to C.R.S 42-3-207(II)

Taxes and fees are assessed based on the vehicle type and model year, tax class, weight, and registration county. Regardless of the license plate type, the normal taxes and fees remain the same based on these factors. These normal fees apply to all situations to include issuance, renewal, replacement, transfer, change registration, etc.

**DEPARTMENT OF REVENUE
DIVISION OF MOTOR VEHICLES
GROUP SPECIAL LICENSE PLATE APPLICATION**

Group special license plates are issued under the authority provided in Colorado Revised Statute (C.R.S.)
42-3-207 and Code of Colorado Regulations 1 CCR-204-14

Proposed Plate _____

Name of Non-Profit Organization _____

Address _____

Non-Profit Representative Name _____

Phone Number(s) _____

Fax _____

E-Mail _____

Non-Profit Website _____

Proposed Plate Website _____

DEFINITIONS

1. "Group special license plate" – means a special license plate that is not a distinctive plate and is issued to a group of people because such people have a common interest or affinity.
2. "Non-Profit" ("Not for Profit") – means to be tax-exempt as an organization described in IRC Sections 501(c)(3) of the Code; an organization must be organized and operated exclusively for one or more of the purposes set forth in IRC Section 501(c)(3) and none of the earning of the organization may inure to any private shareholder or individual. In addition, it may not participate at all in campaign activity for or against political candidates.
3. "Pre-Certification" – means for the purpose of authorizing issuance of group special license plates that criteria must be met by individuals to be authorized by the non-profit sponsoring organization to be issued the group special license plate. These criteria may be, but is not limited to, donations to or membership in the non-profit organization. Although the non-profit may desire to establish pre-certification requirements statute and the written Bill must detail any pre-certification for issuance of the group special license plate before it is effective and/or implemented by the department. Pre-certification may be added and/or removed at the discretion of the General Assembly and the Department.
4. "Department" – means the Department of Revenue of this State acting directly or through its duly authorized officers and agents.

PLATE DESIGN

1. Group special license plates shall be designed within the formats established by the Department and the Department shall have final approval and authority over the design. (See attached design template)

2. Cost to create the group special license plate design(s) are based on \$200.00 per hour. A minimum of one (1) hour is required. More time may be necessary depending on the quality of the submitted artwork, difficulty of the design, and/or changes requested. Total design payment, made payable to COLORADO CORRECTIONAL INDUSTRIES, will be required prior to designing the plate. Design fee is a non-refundable fee. The Department will coordinate all design requests, changes and alterations between the non-profit organization and Colorado Correctional Industries. The Department may elect to have the two organizations work directly with each other on more complicated designs. This does not remove the final approval and authority over the design from the Department. Any commitments or agreements made by Colorado Correctional Industries with the organization are not binding and may be over ridden by the Department.
3. A sample plate of the finished design will not be provided unless specifically requested. If requested, a fee of \$2.54 per single plate will be charged to cover the material used to produce the sample plate(s). Total material fee payment should be made payable to COLORADO CORRECTIONAL INDUSTRIES.
4. PMS (Pantone Matching System) color codes should be submitted with the artwork to ensure color accuracy as closely as possible to the Correctional Industries color pallet.
5. The requested logo shall be supplied in electronic format.
6. Requests for special alpha series (i.e., Department of Revenue = alpha series "DOR") will not be considered and/or authorized.
7. The Department may deny any application request in which the design may be considered to carry connotations offensive to the average citizen or which could be misleading.
8. Proposed tag line for the requested group special license plate (i.e., Respect Life, Colorado First, etc.). Limited to twenty-two (22) characters, which includes spaces. Punctuation and special characters are not allowed. Font style, color, and size are graphic standards on all Colorado license plates and may not be changed without joint approval to do so by Correctional Industries and the Department of Revenue.

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9. Proposed design/color scheme (refer to attached design template). The top wording "COLORADO", font style, color, and size and the mountain background are graphic standards on all Colorado license plates and may not be changed without joint approval to do so by Correctional Industries and the Department of Revenue.

Area 1 (Top) _____

Area 4 _____

Area 5 _____

10. Upon approval of the plate design by the non-profit the designated non-profit's representative shall sign the back of the sample plate in permanent marker the word "APPROVED" along with the date and signature. This plate design will then be presented through department established approval channels for final design approval by the License Plate Manager. Should the plate design not be approved by the department the License Plate Manager will work with the non-profit organization to correct the plate design to a design that will be approved.

GENERAL INFORMATION

1. Group special license plates shall only be issued to individuals who are residents of the State of Colorado pursuant to Title 42 of the Colorado Revised Statutes.
2. Group special license plates are typically only issued to passenger vehicles, light truck vehicles that weigh less than 16,000 pounds empty weight, motorcycles and motor homes. Legislation and the written Bill will detail any other vehicle types.
3. Personalization of group special license plates must be authorized by statute, Legislation and the written Bill will specifically state if personalization is allowed. All personalization shall comply with current personalized license plate regulations and shall result in the group special license plate logo/symbol being removed.
4. The Department shall not provide resident information to the non-profit concerning the number or expiration months of group special license plates issued. No vehicle owner information shall be provided at any time to the non-profit organization.
5. An additional one-time cost to each registrant of \$50.00 will be applied at issuance and replacement of the group special license plate. Of this one-time fee \$25.00 will be transferred to the Highway Users Tax Fund (HUTF) and \$25.00 will be transferred to the License Services Cash Fund. Other normal registration fees and taxes will be assessed by the individual(s) County Motor Vehicle Office. All fees and taxes are paid at the time of registration. Additional taxes and fees may be added and/or removed at the discretion of the General Assembly and the Department. Acceptance to these terms does not hold the department to only collecting the above stated additional costs, collection of taxes, fees and additional cost shall be pursuant to Title 42 of the Colorado Revised Statutes.
6. If pre-certification(s) are approved, the non-profit organization may issue, if required, DR 2814 – Organization License Plate Approval Certificates (see attached) to applicant(s) upon compliance with per-certification requirements. In lieu of the DR 2814 the non-profit organization may issue a self generated certificate that has been approved for use by the Department. Pre-certification(s) may not be changed once the group special license plate application has been determined to meet the minimum statutory requirements and letter is issued by the License Plate Manager. Pre-certification(s) may only be assessed by the non-profit organization upon initial approval of issuance of the group special license plate. The non-profit shall not be allowed to apply an annual pre-certification to renew/retain the group special license plate.
7. If approved and enacted all pre-certification and issuance criteria, effective dates, vehicle types, and registration types will be as contained in the written Bill. The Department does not have the authority to act outside of the limits of the enacted Bill. Should changes be needed legislation must be obtained to amend the statute in which the Bill created.
8. There is no statutory requirement for the Department to maintain a website of license plates or organization contact information. If approved the Department will make every effort to place the plate and organization information of the Colorado license plate website and on produced plate posters supplied to DMV offices on or before the effective date of the Bill. It is not the responsibility of the Department to ensure that the organization contact information is updated on the website; if changes are required they must be submitted to the Department via written letter.

RESPONSIBILITY OF THE NON-PROFIT ORGANIZATION

1. Applications shall not be approved and/or submitted to the Executive Director until the names, addresses and county of residence is provided to the Department for at least three thousand (3,000) individuals requesting the group special license plate. This list must be provided in both paper format and electronic format as required by the Department. Petition sheets (see sample petition

sheet attached) are only valid on the proposed group special license plate and are not transferable between group special license plates sponsors. Petition sheets are valid for a period of two (2) years from the date submitted to the Department. Should the non-profit organization be unable to obtain a bill sponsor, or final approval from the General Assembly, within the two (2) year period, the petition process must be completed again requiring the non-profit organization to obtain a new set of at least three thousand (3,000) signatures.

2. In addition to the completed application the requesting non-profit organization must provide proof of tax exemption status via 501-c letter from the Internal Revenue Service, or a letter from the State of Colorado, Secretary of State Office confirming that they are a non-profit organization doing business under State law.
3. A non-profit organization proposing the creation of a group special license plate may request that pre-certification criteria be established by that non-profit organization prior to the issuance of the group special license plate. The Department shall not be responsible for the certification and/or collection of any fees involved in the pre-certification process for the non-profit organization of the group special license plate. The non-profit organization may provide persons seeking to obtain the group special license plate with a certificate that shall be presented to the department as proof that pre-certification criteria for the person has been met and is authorized to be issued the group special license plate. This certificate shall be in the design and format as established and/or pre-approved by the Department. Although the non-profit may desire to establish pre-certification requirements statute and the written Bill must detail any pre-certification for issuance of the group special license plate before it is effective and/or implemented by the department. Pre-certification may be added and/or removed at the discretion of the General Assembly and the Department. Once approved, the certificate may not be altered or changed without prior written approval from the department. Should the certificate be altered or changed without approval the department and its authorized agents will not be held accountable for honoring those certificates and may result in non-issuance of the group special license plate to persons presenting the certificates to the department. The non-profit may elect to place security features on the certificates. These security features may be, but is not limited to, holograms, seals, secure paper, copy protected paper, and special printing. The department will make reasonable efforts to determine that a certificate presented to them is a true and actual certificate but may not be held accountable for issuance of any group special license plates due to fraudulent or fake certificates.
4. Certificates issued to persons must be in the name of the person in which the motor vehicle is titled and shown as an owner on the registration. The department and its authorized agents shall not issue any group special license plates to a person in which the name on the certificate does not match the named owners on the registration. The non-profit may elect to issue blank, non-name specific, certificates. If non-name certificates are issued the department will make reasonable efforts to determine that a certificate presented to them is a true and actual certificate but may not be held accountable for issuance of any group special license plates due to photo copying, multiple printing, fraudulent or fake certificates.
5. The non-profit shall be responsible for all costs associated with the operations of pre-certifying persons to be issued the group special license plate. These costs may be, but are not limited to, postage, website maintenance, certificates and phone charges. The department will not entertain any requests for reimbursement of costs incurred by the non-profit. Should the non-profit choose to use the DR 2814 – Organization License Plate Approval Certificate one printed certificate will be supplied by the department. The non-profit shall be responsible for the reproduction and all costs associated with the reproduction of the DR 2814.
6. The requesting non-profit organization shall provide a written descriptor of the use of any funds collected by the non-profit organization for certificate and qualification purposes of the group special license plate. If available the requesting non-profit organization should provide a copy of the organization's Charter and/or Article of Incorporation.

7. The Department reserves the right to audit any monies collected and efforts made in the name of a group special license plate. This may include, but is not limited to, accounting, financial, procedures, tax, and certification audits. Within ninety (90) days of the end of the organization's fiscal year, the non-profit organization shall provide to the Department a "sources and uses of funds report" that is prepared by an independent certified public accounting firm, that summarizes the amount and use of the money collected by the organization from the qualifiers for the group special license plate. The annual report shall include verification that the organization continues to operate as a non-profit organization.

Organizations Fiscal Year Dates

8. In the event that an audit results in adverse findings, the Department may require additional information to support the organization's claims and may retire the plate through discontinuation of the production and issuance of the group special license plate. License plate retirement regulations shall be followed upon determination that a group special license plate will be retired.
9. The logos, designs, and colors provided by the non-profit organization for use on the group special license plates are to be owned and/or registered to that requesting non-profit organization. The non-profit organization shall provide, in writing, to the Department, permission for use of all logos, designs, and colors for the use in designing, production, manufacture and issuing of group special license plates as the Department may require. The use of websites, corporate, for profit organizations, or phone numbers shall not be allowed in the design of group special license plates.
10. All applicants shall be required to affirm, in writing, agreement to the terms in this application and to rules and regulations for group special license plates.
11. If the request for group special license plate is approved by the Department of Revenue Executive Director the non-profit organization proposing the group special license plate has the sole responsibility to obtain a bill sponsor for the proposed legislation.
12. It is the responsibility of the non-profit organization to keep the Department informed of any organization changes and/or contact information changes for the non-profit organization of the group special license plate.

ADDITIONAL INFORMATION

1. Upon approval, by the General Assembly, of the group special license plate and prior to initial production, all design costs shall be paid by the group special license plate sponsor.
2. An additional fee, either one time or continuing, may be charged by the Department to offset the cost of issuance of the group special license plates. These costs may include, but may not be limited to, the costs of issuance, programming, and maintenance of the group special license plate file.
3. If logo, color, and/or format changes are wanted to current group special license plates request for change must be submitted in writing to the Department by the non-profit organization of the group special license plate. A report shall be made to the Department Operations Director for Titles and Registrations including the written request and all supporting documentation for review and approval. Supporting documentation may include, but is not limited to, issuance trends, current inventory levels, and costs associated with changes. If approved, the non-profit organization for the group special license plate shall prepay all design costs before plate production shall commence. Should approval be granted while existing inventory is in circulation and the non-profit organization for the group special license plate requests that new plates be implemented immediately, the Department may require that non-profit organization to pay all fees associated with the recall, collection and destruction of existing inventory. No new manufacture shall be

approved on group special license plates that have been approved for change unless Statewide inventory levels are at or below current inventory management methodology.

4. The General Assembly may place a 3,000 registered requirement on the license plate. This requirement will be detailed in the written Bill and statute. At the end of period allowed in the statute from the effective date of the enabling legislation of a group special license plate and every year thereafter, there shall be three thousand (3,000) active registrations for each group special license plate. If any group special license plate has less than three thousand (3,000) active registrations, the Department has the right to retire that plate through discontinuation of the production and issuance of the plate. License plate retirement regulations will be followed by the department upon determination that a group special license plate is being retired for failure to have three thousand active registrations.
5. If a group special license plate is retired due to adverse audit findings and/or less than 3,000 plates are registered, the organization may have the option to re-apply for a new group special license plate after a period of five (5) years has elapsed for the date of retirement. To re-apply for the group special license plate, all established requirements must be met and the non-profit organization must go through the complete application process for the creation of a new group special license plate.
6. No items or documentation (i.e., thank you note, request for contributions, etc.) shall be issued with the group special license plates on behalf of the non-profit organization of the group special license plate. The Department shall not, at any time, align or associate itself with the non-profit organization of the group special license plate. Outside of plate posters and website the department will not promote or advertise the group special license plate. Any information provided to persons seeking to obtain the group special license plate outside of taxes and fees and registration questions and of the nature on how to obtain the group special license plate or specifics about the non-profit will be directed to the contact information of the non-profit organization..
7. Only non-profit organizations operating in the State of Colorado shall be allowed to apply for the creation of a group special license plate. Any funds collected in the process of certification by a non-profit organization for the issuance of group special license plates are to remain, and be used, in Colorado. Proof of the use of the funds shall be provided via the "annual sources and uses of funds report". If funds are transferred out of the State of Colorado and/or the non-profit organization relocates its operations outside of Colorado the group special license plate shall be retired.
8. Use of corporate (for profit) logos shall not be approved for use on the group special license plate. Should the non-profit be associated under, or be a division of a "for profit" organization the use of that "for profit" logo shall not be allowed on group special license plate. The non-profit organization shall work with the Department to design a logo for the group special license plate. The Department shall have final approval authority on all logo designs and placement on the group special license plates. Use of national symbols shall be approved at the discretion of the Department.
9. The approved non-profit organization must affirm in writing to the Department if the authority of the group special license plate is transferred to a successor organization. Upon acceptance of the transfer of authority by the Department, the successor organization shall be required to affirm in writing agreement to the established rules and regulations to group special license plates.
10. Current rules and regulations that pertain to group special license plates may be viewed at the Division of Motor Vehicle website at www.colorado.gov/cs/Satellite/Revenue-MV/RMV/1177024843137. It is suggested that you access these rules and regulations and print a copy for your records. Rules and regulations that pertain to group special license plates may be amended at any time without notification to the non-profit organization. Should changes occur

those amended rules and regulations shall override any information in this application or agreement that may be established between the non-profit and the department. The department will make reasonable efforts to update agreements, applications and documents should rules and regulations change, but shall be held harmless should such agreements, application or documents be in conflict with the overriding rules and regulations.

11. Colorado Revised Statutes referenced in this application may be viewed at www.Colorado.gov. It is suggested that you access these statutes and print a copies for your records. Statutes that pertain to group special license plates may be amended at any time without notification to the non-profit organization. Should changes occur those amended statutes shall override any information in this application or agreement that may be established between the non-profit and the department. The department will make reasonable efforts to update agreements, applications and documents should statutes change, but shall be held harmless should such agreements, application or documents be in conflict with the overriding statutes.

APPLICATION PROCESS

1. Upon request the Department shall provide an information packet which shall include: Procedures for requesting the creation of a group special license plate, guidelines for design criteria, qualifications and procedures outlining the process of the non-profit organization proposing such group special license plate.
2. The Department, Registrations Sections, shall accept application letters and applications for group special license plates as completed by the requesting non-profit organization. Application shall only be accepted from non-profit organizations. Group special license plates shall not be approved for any entity conducted for profit.
3. The Department License Plate Manager shall review all applications to determine if the statutory requirements have been met. Once all statutory requirements are met the License Plate Program Manager shall send written notification to the non-profit organization proposing the group special license plate stating that all statutory requirements have been met and the application has been submitted for review and/or approval.
4. Within ninety (90) days of the License Plate Manager notification, the application shall be presented to the Department Executive Director for certification and approval. Written notification shall be submitted to the non-profit organization proposing the group special license plate detailing the approval status and the process to be followed to proceed with the creation of the group special license plate.
5. Upon receipt of the approval letter the non-profit organization proposing the group special license plate has the sole responsibility to obtain a bill sponsor for proposed legislation.
6. If the proposed legislation is not approved by the General Assembly the application and all supporting documentation shall be kept on file with the License Plate Manager for a minimum of three (3) years.
7. If the proposed legislation is passed by the General Assembly the approved group special license plates shall be implemented as designated by the legislation. Production of, and initial supply of approved group special license plates shall be based on a percentage of the signatures of interested individuals provided at the time of application. After initial production and supply the inventory of the group special license plate shall comply with the current inventory management methodology.
8. If the group special license plate is passed by the General Assembly the Department will notify law enforcement agencies and County Motor Vehicles Offices of the new plate via established methods.

9. The License Plate Manager will determine cutoff times for collection of additional signatures and at what time the non-profit organization may start issuing their certificates. Although this is typically only allowed within one week of the effective date of the group special license plate special circumstances may allow for the License Plate Manager to adjust the timing. All timing decisions will be based on manufacturing schedules, shipping timelines and any other factors as determined by the License Plate Manager for the group special license plate.

ACKNOWLEDGEMENT

The non-profits representative's signature below certifies receipt of this group special license plate application with attached 42-3-207 C.R.S. and Code of Colorado Regulations 1 CCR-204-14 and acknowledges that the non-profit represented desires to pursue, and if approved implement, the creation of a group special license plate in accordance with 42-3-207 C.R.S. and Code of Colorado Regulation 1 CCR-204-14

REPRESENTATIVE'S SIGNATURE

DATE

Applications will **NOT** be accepted without the following:

- ✓ Completed Group Special License Plate Application
- ✓ Affirmation Agreement to Rules and Regulations Letter
- ✓ 3,000 Interested Individuals Petition List (electronic and hard copies)
- ✓ Design Pre-Payment
- ✓ Non-Profit Tax Exempt Status Proof
- ✓ Funds Descriptor Letter
- ✓ Pre-Certification Process Letter
- ✓ Organizations Charter and/or Articles of Incorporation
- ✓ Logo Permission Letter

DATE RECEIVED BY LPM, DIVISION OF MOTOR VEHICLES _____

Enclosed with this application:

- Plate Design Template
- Petition Sheet Sample
- DR2814 Group Special License Plate Approval Certificate

DEPARTMENT OF REVENUE

Division of Motor Vehicles – Title and Registration Sections

1 CCR 204-10

Rule 16. GROUP SPECIAL LICENSE PLATES

Basis: The statutory bases for this regulation are 42-1-102(41.5), 42-1-201, 42-1-204, 42-3-207, 42-3-208 and 42-3-301, C.R.S.

Purpose: The following rules and regulations are promulgated to establish criteria for the application, responsibilities, and processes for Group Special License Plates.

1.0 Definitions

- 1.1 "Approval Notification" means the Department certification that the non-profit has met statutory and regulatory requirements for proposal of the creation of a Group Special License Plate.
- 1.2 "Certificate" for the purpose of this regulation means letters, vouchers, or certificates issued by the non-profit to a person as evidence that the person has met the pre-certification qualifier for their associated Group Special License Plate.
- 1.3 "Department" for the purpose of this regulation means the Department of Revenue, Division of Motor Vehicles, Title and Registration Sections.
- 1.4 "Group Special License Plate" means a special license plate that is not a distinctive plate and is issued to a group of people because such people have a common interest or affinity.
- 1.5 "Group Special License Plates Created Through Rule" means those Group Special License Plates created and approved for registration to motor vehicles prior to January 1, 2001. These plates include 10th Mountain Division, Air Force Commemorative, Benevolent and Protective Order of the Elks, Columbine, Denver Firefighter, Firefighters, Greyhound Lovers, Knights of Columbus, Masonic Family, Naval Reserve, Pioneer, and Raptor Education Foundation license plates.
- 1.6 "Group Special License Plates Created Through Statute" means those Group Special License Plates created on or after January 1, 2001 through enacting legislation.
- 1.7 "Non-Profit" means a tax-exempt entity described in Internal Revenue Code (IRC) Section 501(c)(3). An organization must be organized and operated exclusively for one or more of the purposes set forth in IRC Section 501(c)(3) and none of the earnings of the organization may inure to any private shareholder or individual. In addition, it may not attempt to influence legislation as a substantial part of its activities and it may not participate at all in campaign activity for or against political candidates.
- 1.8 "Pre-Certification Qualifier" means condition(s) that must be met prior to the issuance of a Group Special License Plate. Pre-certification qualifiers may be, but are not limited to, monetary donation, membership with the non-profit, or meeting of non-profit specific criteria.

- 1.9 "Registered" for the purpose of this regulation means a vehicle with an unexpired registration that is currently issued the Group Special License Plate pursuant to 42-3-102 and 42-3-114, C.R.S.
- 1.10 "Retire" means the discontinuation of the production and issuance of the Group Special License Plate.
- 1.11 "Secure and Verifiable Identification" means an identification document reflected on the Department's Form DR 2841 Secure and Verifiable ID.

2.0 Application for Creation of Group Special License Plates

- 2.1 Non-profits operating in the State of Colorado shall be eligible to apply for the creation of a Group Special License Plate.
- 2.2 Upon completion of all statutory and regulatory requirements for the proposal to create a Group Special License Plate by the non-profit an application, on the forms supplied by the Department, shall be submitted to the Public Relations Manager, Title and Registration Sections, Division of Motor Vehicles. Incomplete applications will not be accepted or retained.
- A. Applications shall be signed by the non-profit affirming agreement to this regulation. In addition to the signed application, the non-profit shall submit:
1. Petition sheets with the names, addresses and county of residence for at least three thousand (3,000) Colorado registered vehicle owners requesting the Group Special License Plate. Petition sheets are required to be provided in both paper and electronic format as required by the Department. Petitions are not transferable between applications for different Group Special License Plates. Petitions are valid for a period of two years from the date submitted with the application to the Department.
 - a. With prior approval by the Department the non-profit may be permitted to use electronic methods for collection of petitions. Electronic methods may include, but are not limited to, web petitions or electronic mail.
 2. Proof of non-profit status verification shall be submitted through a copy of the 501(c)(3) letter from the Internal Revenue Service, or a letter from the State Of Colorado, Secretary of State Office confirming the non-profit status under State law.
 3. A sample certificate with a written description of security features (serialization, watermarks, holograms etc.) incorporated into the certificate. Certificate design requires Department approval prior to issuance. Sample certificates shall be provided to the Department for distribution to Motor Vehicle offices prior to issuance of certificates to qualified individuals. Certificates shall not be issued by the non-profit prior to the effective date of the enabling legislation. Certificates shall be issued in the name of the person as listed on that persons' secure and verifiable identification. Certificates are not transferable and shall be valid for the issuance and registration of one set of Group Special License Plates. Certificate shall be destroyed upon issuance of the Group Special License Plate.
 4. Logo permission letter must include written permission for use of all logos, designs, and colors used in designing, production, and manufacture of the Group Special License Plate. The logos, design, and colors provided by the non-profit organization must be owned and/or registered to the non-profit.

5. Design payment in the form of a check or money order submitted directly to Colorado Correctional Industries prior to manufacture of the Group Special License Plate.
 6. A pre-certification process description document that details the process that a Colorado resident must meet to be qualified to receive a certificate from the non-profit. In the event that there is no pre-certification, the non-profit shall provide a written statement of this fact.
 - a. If a monetary exchange is required, the document shall detail the use of those funds meeting statutory and regulatory requirements.
- 2.3 Upon receipt of the Approval Notification the non-profit has the sole responsibility to obtain a bill sponsor to propose legislation. The Department shall retain the application for two years after issuance of the Approval Notification.
- A. If the non-profit fails to obtain a bill sponsor within two years of issuance of the Approval Notification and desires to continue with the creation of the Group Special License Plate the non-profit shall be required to re-apply and meet all statutory and regulatory requirements in effect at that time. Requirements met with a previous application are not transferable to a new application.

3.0 Enacted Group Special License Plates Responsibilities and Processes

- 3.1 Group Special License Plates must be designed within the formats established by the Department who has final approval authority. The Department may deny any design proposal it considers offensive or misleading.
- A. Use of corporate (for profit) logos shall not be approved for use in the design of the Group Special License Plate. If the non-profit is associated under, or is a division of a "for profit" organization the use of that "for profit" logo shall not be approved in the design. The Department shall have final approval authority on all logo designs and placement on the Group Special License Plates. Use of national symbols shall be approved at the discretion of the Department.
- B. Design change requests after the design has been approved must be submitted in writing to the Department by the non-profit. Supporting documentation required may include, but is not limited to, issuance trends, current inventory levels, and costs associated with changes. If the change request is approved, the non-profit shall prepay all design costs prior to manufacture of the new design. Design changes are effective as established by the Department inventory management methodologies. Registered vehicles, as defined in this rule shall be allowed to maintain their current plate design. If approval is granted while existing inventory is in circulation and the non-profit requests new plates to be implemented immediately, the non-profit shall pay all fees associated with the recall, collection, and destruction of existing inventory.
- 3.2. Upon completion of the proposed Group Special License Plate design, the non-profit will receive one sample of the approved plate design. Sample plates used in the design approval process are the property of the Department. The non-profit may request up to five samples for marketing and display purposes upon payment of material fees as established in 42-3-301, C.R.S., for each plate. Sample plates shall be produced using the standard passenger size license plate with the standard sample plate numbers assigned by the Department. Non-standard plate number requests will not be accepted. Permission from the Department is required prior to use of the plate design, electronic

plate images, or graphic plate images outside of usual marketing (website, newsprint etc.). The Department shall be given at least 72 hours prior notice of all news releases, interviews, or mass communications referencing the Group Special License Plate.

- 3.3 The Department shall determine the method used and initial supply and re-stocking of inventory.
- 3.4 Requests to distribute thank you notes, requests for contributions, or other propaganda with the issuance of the Group Special License Plate will not be accepted.
- 3.5 The non-profit shall continuously maintain non-profit status. Proof of non-profit status shall be submitted to the Department annually prior to June 1st.
 - A. If at any time, it is determined that the non-profit has lost status as a non-profit, at the Department's discretion, the plate shall either be retired or the pre-certification qualifier eliminated. At that time the non-profit will cease to be associated with the Group Special License Plate.
- 3.6 The non-profit shall not request resident information or vehicle owner information from the Department concerning the number or expiration months of Group Special License Plates issued.
- 3.7 The non-profit must affirm in writing to the Department if the authority of the Group Special License Plate is transferred to a successor non-profit. Upon acceptance of the transfer of authority by the Department, the successor non-profit shall meet all statutory and regulatory requirements and shall be required to affirm in writing agreement to the established regulations in regards to Group Special License Plates.
- 3.8 Request for changes to certificates must be submitted in writing ensuring sufficient time to disseminate the change to all Motor Vehicle offices. Upon approval of the certificate change the Department will establish an effective date for the change. Amended certificate shall meet the requirements of Code of Colorado Regulations 1 CCR 204-10 Rule 16. Previously issued certificates that have not been presented to the Motor Vehicle office for issuance of the associated Group Special License Plate will be accepted for issuance of a Group Special License Plate.
- 3.9 Pursuant to the date establish within each Group Special License Plate statute, and every year thereafter on such date, there shall be the amount specified in statute for the number of motor vehicles registered with the associated Group Special License Plate. If the Group Special License Plate is registered to less than the amount specified in statute, the Department shall retire the Group Special License Plate pursuant to the Code of Colorado Regulations 1 CCR 204-10 Rule 20. License Plate Retirement.
- 3.10 The Department may require an audit of the non-profit monies collected and efforts made in the name of the Group Special License Plate. This may include, but is not limited to, accounting, financial, procedures, tax, and pre-certification qualifier audits.
 - A. In the event that an audit results in adverse findings, the Department may require additional information to support the non-profit's claims and may retire the Group Special License Plate pursuant to Code of Colorado Regulations 1 CCR 204-10 Rule 20. License Plate Retirement.
- 3.11 If the Department retires a Group Special License Plate the retirement of the Group Special License Plate requires:

- A. The discontinuation of the production and issuance of the Group Special License Plate.
 - B. Written notice, sent via regular certified postal mail, to the non-profit associated with the Group Special License Plate. This retirement notice shall also act as the official notice that the non-profit is no longer associated with the Group Special License Plate. Upon receipt of the retirement notice the non-profit shall:
 - 1. Discontinue collection of donations and issuance of certificates.
 - 2. Within 72 hours remove any references to the Group Special License Plate from the non-profits website, newsprint, or other public accessed media.
 - C. A person, whose vehicle is registered with a retired Group Special License Plate, shall be permitted to continue registration with the Group Special License plate provided the registration remains current and the license plate is not damaged, lost, or stolen.
 - D. The non-profit is required to provide refunds to persons who were issued certificates from the non-profit within the last 13 months and who have not been issued the Group Special License Plate prior to the retirement date.
 - 1. A person who has received a certificate from the non-profit that has been approved for a personalized plate and has not been issued the personalized plate prior to the retirement date shall be permitted to register their vehicle with the Group Special License Plate provided the issuance and registration is completed within 13 months of the personalized plate approval date.
- 3.12 Applications for the proposal of a new Group Special License Plate will be accepted 5 years from the date of the last retirement of a Group Special License Plate by the same non-profit who will be required to meet the statutory and regulatory requirements at that time.
- 3.13 Non-profits associated with Group Special License Plates created through rule shall meet the requirements of this regulation unless such rule and/or other agreement that non-profit has with the Department establishes separate requirements that differ from this regulation. In any event, that such rule and/or other agreement are in place and it does not specifically address items in this regulation, this regulation shall apply and be in full effect.

SPECIAL INTEREST/ALUMNI LICENSE PLATE FOR _____

DATE _____

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1 (Sky) - Choose color, design, etc...

2 (Logo) - Logo must be supplied in a picture type electronic format; logo permission letter must be completed by logo owner. Placement of logo cannot be changed. Size is determined by logo, file supplied and other factors. For profit logos are not allowed.

3 (Tag Line) - "Name" of plate. No special characters, symbols or logos allowed. Suggested tag line must fit the space between the mounting holes. Font and size is determined by length of tag line. Special fonts and colors may be used upon approval.*

4 (Pin Line) - Choose color.

5 (Bottom) - Choose color.

A (COLORADO) - Graphic standard - Size, placement, font, color, etc cannot be changed.*

B (Mountains) - Graphic standard - Mountains and shading cannot be changed.*

C (Plate Numbers) - Graphic standard - Size, font, color and placement cannot be change. Colorado uses a continuous manufacturing system that systematically assigns plate numbers and plate series. Plate number runs, series or requests cannot be accomplished.

D (Mounting Holes) - Size and placement cannot be changed.

*License Plate Manager may waive graphic standard.