



## SPECIALTY PLATE APPLICATION INSTRUCTIONS

**Registered Owner Information:** Provide the name of the registered owner of the vehicle indicated in the Vehicle Information portion of the application. If the plate is a gift, indicate the name of the individual who should be contacted if necessary and where the approval receipt should be sent.

**Vehicle Information:** Before an application can be processed, the applicant must have a Nebraska issued title in their name on the vehicle. Two exceptions to this requirement are leased vehicles and non-resident military. For leased vehicles the leasing company must have obtained a Nebraska title in their name for the vehicle and the applicant must indicate the vehicle is leased and provide the name of the leasing company. Non-resident military must provide a copy of vehicle's current registration.

**Vehicle Type:** Specify the type of vehicle to which the plates will be registered. The eligible vehicles are shown.

**Types of Plates:** Examples of each plate may be seen on the reverse side of this form:

- ◇ **Message**
- ◇ **County Message** – County Message plates are available to residents of Douglas, Lancaster, and Sarpy Counties only. Applicant must be a resident of the county of the plate number requested. When indicating plate choice, the dash (-) must be indicated in the choice.
- ◇ **Husker Message**
- ◇ **Husker Numeric:** Issued in consecutive numeric order in the order in which the applications are received. Requests for a specific number cannot be accepted.

**Fee:** *A check or money order in the appropriate amount indicated on the front of this application must be included with your application or it will be returned unprocessed.* No refunds are allowed. A \$30.00 processing fee is assessed for all returned checks. Specialty plate renewal fees are due annually in the same month as the vehicle registration. All renewal fees are paid to the County Treasurer. **Note:** If new plates are registered to a vehicle in a month other than the month the vehicle's current registration expires; the Specialty plate renewal fee will be required when the vehicle's registration is due.

### Selecting a Message

**Be very sure that each choice listed is acceptable to you. Your first available choice will be processed. Once your application has been processed, your message choice cannot be changed.**

- ◇ **Maximum of 7 characters** allowed for motor vehicles and trailers. **Maximum of 6 characters** for a motorcycle plate. Eight positions are provided to allow for one space if the maximum numbers of characters are used in the message. (Note: A character **cannot** be substituted for this space.)
- ◇ **Alpha and numeric characters only.** No punctuation marks or symbols of any kind are allowed. (Exception: County Message and Commercial plates available only to residents of Douglas, Lancaster and Sarpy Counties must indicate placement of hyphen.)
- ◇ Messages that conflict with present numbering system or a valid set of plates currently registered, will not be processed. Due to the issuance of alpha/numeric plates in some counties, messages containing three alpha followed by three numeric characters (ABC 123) cannot be processed, regardless of spacing.
- ◇ Messages determined by the DMV to express, connote or imply objectionable, obscene or offensive words or phrases will be rejected, or if already issued recalled and cancelled.
- ◇ Message availability may be checked at: **[www.clickdmv.ne.gov](http://www.clickdmv.ne.gov)**. **Note:** There is no guarantee when a choice shows available that it is the message the applicant will receive.

**Once Application Is Approved:** After the application has been processed, an approval letter is sent to the applicant. The letter indicates the approved message, or indicates the number assigned if the application was for a consecutive number plate, the date the plates will be available at the County Treasurer's office and the County Treasurer's telephone number to verify the Treasurer has received the plates. Current plates and registration must be surrendered when the specialty plates are registered. Additional fees for production of the license plates and new registration will be charged. Applicant should allow 3 to 4 weeks for the plates to arrive at their County Treasurer's office.