

# PERSONALIZED LICENSE PLATE APPLICATION

## C.R.S. 42-3-211

Personalized license plate application must be filled out in its entirety and signed by the applicant. Incomplete or unsigned applications will not be processed.

### Instructions

**Step #1** – Fill in all vehicle owner name(s) and phone number(s). Names must appear as listed on vehicle registration.

**Step #2** – Fill in legal Colorado address. This address is your registration address that is used to determine County of residence. If approved, the personalized plates will be shipped to the County of residence. If mailing address is different from the legal address fill in the mailing address. All correspondence is sent to the mailing address.

**Step #3** – Select vehicle and plate type by making an “X” in the box next to choice. Only one vehicle and plate type may be chosen. Please refer to Vehicle Type, Plate Type and Fees section for assistance in helping to make a choice.

**Step #4** – Indicate your choices (up to six). All choices must have a definition, explanation or meaning associated with it. Any that are missing will not be considered. Please refer to The Personalization Standards section for assistance.

**Step #5** – Sign and date application.

### Vehicle Type

Vehicle type can be determined by looking at the vehicle registration and/or title. Certain vehicle types require special consideration and/or registrations before personalized plates can be issued. Please contact your County Motor Vehicle Office with any questions on vehicle types.

### Plate Type

**Designer** – Designer plates are manufactured with a special graphic (scenic purple mountains) on the background of the plate. Please refer to Fees under this section.

**Regular** – Regular plates are the standard plates commonly referred to as the green and white plates.

**Group Special** – Group Special plates are authorized to be issued to a group of people who have a common interest or affinity. In addition to fees, some Group Special license plates require authorization from their corresponding sponsoring organization prior to the plate being issued. Please contact your County Motor Vehicle Office for specific details on individual Group Special license plates. All Group Special personalized plate applications must be accompanied by the **original certificate** (if applicable). Any application that does not have the certificate (if required) will be rejected.

**Alumni** – Alumni plates are authorized to be issued to an alumni association for a private or public college or university located within Colorado. In addition to regular taxes and fees some Alumni license plates require authorization from their corresponding college or university prior to the plate being issued. Please contact your County Motor Vehicle Office for specific detail on individual Alumni license plates. All Alumni personalized plate applications must be accompanied by the **original certificate** issued by the college/university (if applicable). Any application that does not have the certificate (if required) will be rejected.

**Collector** – Collector plates can only be issued to either; a) Vehicles with a model year of 1975 or older, or b) vehicles with a model year of 1976 or later that were registered with a 5 year collector series license plate prior to September 1, 2009 and is currently registered with the collector series plate. C.R.S 42-12-101 (2)

**Street Rod** – Street Rod plates can only be issued to vehicles manufactured in 1948 or prior with a body design that has been modified for safe road use. A photocopy of the registration or title must accompany this application.

**Call Letter** – Call Letter plates are issued to vehicles where the owner is licensed by the Federal Communications Commission (FCC) to operate an amateur radio, standard radio, FM, television, or modification license. A copy of the Federal Communications Commission (FCC) license must accompany this application.

### Fees

In addition to taxes and fees assessed by your County Motor Vehicle Office the fees listed at [www.Colorado.gov/revenue](http://www.Colorado.gov/revenue) will be collected upon approval of the personalized license plate. **NO REFUNDS WILL BE ISSUED.** The Department will not honor a change of choice or spacing or a request for refund after payment has been received.

### Replacements

Replacement of personalized plates must be completed on the DR 2204 Personalized Plate Replacement form.

### Personalization Standards

**The Department may refuse to issue any combination of letters or numbers that carry connotations offensive to good taste and decency, are misleading, or duplicate any other license plate.**

#### **C.R.S. 42-3-211(5)**

The only characters allowed on personalized plates are:

- English alphabet (upper case only)
- English numbers (excluding zero\*)
- Blank spaces
- Dashes
- Periods

Only seven characters are allowed (six for motorcycle) to include blank spaces, dashes and periods.

The minimum amount of characters allowed are:

- Five for plates with numbers only
- Two for any other plate (all letters or combinations of letters and numbers)

**Spaces, dashes, and periods count as a character.** However, they do not change the configuration. Example: If ABC is taken, then A B C, A-B-C, and A.B.C. are also taken.

The following combinations are **NOT** allowed:

- 3 alpha, up to 4 numeric (AAA1234)
- Up to 5 numeric, 2 alpha (12345AA)
- 1 alpha, up to 6 numeric (A123456)
- 2 alpha, 2 numeric, 2 alpha (AA12AA)
- 2 numeric, 2 alpha, 3 numeric (12AA123)
- 1 alpha, up to 4 numeric, 1 alpha (A1234A)
- 1 numeric, 2 alpha, up to 4 numeric (1AA1234)
- Up to 5 numeric, 1 alpha, 1 numeric (12345A1)
- Up to 4 numeric, 2 alpha, 1 numeric (1234AA1)
- 1 alpha, 1 numeric, 1 alpha, 4 numeric (A1A1234)
- 2 numeric, 1 alpha, 2 numeric (12A12)
- Up to 6 numeric, 1 alpha (123456A)
- Up to 3 numeric, 3 alpha (123AAA)
- 3 alpha, up to 3 numeric (AAA123)

All emblems and/or logos will be removed from any personalized plate regardless of the number of characters allowed.

**\*The number zero (0) may be used for Call Letter plates only.**

### **Completed Applications**

Completed applications should be mailed to:

**Department of Revenue  
Motor Vehicle Registration  
Denver, Colorado 80261-0016**

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.** If your request is approved you will receive notification indicating fees, payment information and where to mail the payment.

### **Approved Applications**

When a choice is approved, you will receive a Billing Notice requesting payment of the appropriate fee. When payment is received, an order will be placed to manufacture the plates. Manufactured plates will be sent to your County Motor Vehicle Office. Your County Clerk will notify you, by mail, that your plates are available to register to your vehicle.

The County will hold your plates at your County Motor Vehicle Office for twelve months from the date the plates were received. If you do not pick up your plates within that twelve months, the plates will be destroyed and that configuration will be made available for issuance to another applicant. No refunds will be issued after payment is received. The Department will not honor a change of configuration or spacing after payment has been received.

If you move before you receive the license plates, give your new address to your County Motor Vehicle Office and the Colorado Motor Vehicle Registration Section. Failure to notify both agencies may cause delay or the loss of your personalized plate.

The renewal fee for subsequent years (see Fees) will be included on your renewal notice from your County Clerk. The fee to renew or transfer personalized plates will be assessed by your local County Motor Vehicle Office.

### **Rejected Applications**

Notification will be sent to Requestor if application is rejected. There is no appeals process for the denial of personalized plates.

#### Common Reasons for Denied Applications

- Offensive to the general public
- Misleading
- Duplicate Plate
- Conflicts with regular issued plate configurations
- Not an allowable combination
- Plate Issued to Someone Else
- Too Many Characters (up to 6 for Motorcycle, up to 7 all others)
- Special symbols (!, #, \$, %, \* etc...) not allowed
- Minimum of five numbers required on all numeric plates
- Applicant does not have a valid Colorado address
- Zero's are not allowed
- Application Not Signed\*
- Incomplete Application\*
- Application requested a plate type that required a certificate, but no certificate supplied\*
- Vehicle does not meet the qualifications for the plate type selected\*

\*A State Registrations Clerk may contact you via phone to attempt to correct the application.

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

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Department Use Only – **DO NOT WRITE IN THIS AREA**

**Please print in black or blue ink – handwritten forms must be in block lettering.**

**STEP #1**

Owner 1 Name (as it appears on the vehicle registration) (last, first, middle)	Daytime Phone Number
Owner 2 Name (as it appears on the vehicle registration) (last, first, middle)	Daytime Phone Number
If more than two owners, write names as they appear on the vehicle registration (last, first, middle) on the back of this form or on an included DR 2444 Statement of Fact.	
Legal Colorado Address (P.O. Boxes are not accepted)	City State ZIP
Mailing Address (if different from Legal above)	City State ZIP
County of Residence (where vehicle will be registered)	

**STEP #2**

**CHECK ONLY ONE VEHICLE TYPE**

- Passenger (P)  
  Light Truck (LT)  
  Trailer (T)  
  Motorcycle (MC)  
  Motor Home (MH)  
  Recreational Truck (RT)\*  
 GVW Truck (GT)\*  
  GVW Tractor (TT)\*  
  Farm Truck (FT)\*  
  Farm Tractor (FTT)\*  
  Limousine Svc. (L)\*\*  
  Taxi (TX)\*\*

\* Special Vehicle requirements must be met prior to authorization being granted  
 \*\* Requires a photocopy of your Colorado Public Utilities Commission Certificate of Registration as a Luxury Limousine service or Taxicab to be submitted with this form.

**STEP #3**

**CHECK ONLY ONE** license plate in the boxes below. Refer to the vehicle type codes above, i.e. (P), to ensure your vehicle type is eligible.  
 † Requires an original certificate issued from the sponsoring non-profit organization or alumni association authorizing the issuance of this license plate to be submitted with this form. Refer to [www.colorado.gov/revenue](http://www.colorado.gov/revenue) for authorization requirements. Certificates will not be returned.  
 †† Requires proof of eligibility. Acceptable documents are a copy of the Certificate of Title, Registration Receipt, etc.

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| <p><input type="checkbox"/> <b>REGULAR</b> – (Standard green and white) Vehicle Types: P, LT, RT*, FT*, FTT*, T, MC, GT*, TT*, MH</p> <p><input type="checkbox"/> <b>DESIGNER</b> – (Green with purple mountains) Vehicle Types: P, LT</p> <p><input type="checkbox"/> <b>COLLECTOR</b> †† – (Vehicle must meet the definition of a collector vehicle. See the plate type section on page 1) Vehicle Types: P, TT*, LT, MC</p> <p><input type="checkbox"/> <b>STREET ROD</b> †† – (Vehicle must be manufactured in 1948 or before) Vehicle Types: P, LT, RT*</p> <p><input type="checkbox"/> <b>CALL LETTER</b> – (Owner must have an Federal Communications Commission license) Vehicle Types: P, LT</p> <p><b>LIMOUSINE / TAXI</b> – (Must be licensed by the Public Utilities Commission)<br/> <input type="checkbox"/> Luxury Limousine Service – L**<br/> <input type="checkbox"/> Taxicab – TX**</p> | <p><b>GROUP SPECIAL</b><br/>                 Vehicle Types: P, LT, RT*, FT*, MC</p> <p> <input type="checkbox"/> Adopt a Shelter Pet<br/> <input type="checkbox"/> Alive at 25†<br/> <input type="checkbox"/> American Indian†<br/> <input type="checkbox"/> Boy Scouts<br/> <input type="checkbox"/> Breast Cancer<br/> <input type="checkbox"/> Broncos Charities†<br/> <input type="checkbox"/> Carbon Fund†<br/> <input type="checkbox"/> Colorado Avalanche†<br/> <input type="checkbox"/> Craig Hospital†<br/> <input type="checkbox"/> Denver Nuggets†                 </p> <p><b>ALUMNI</b><br/>                 Vehicle Types: P, LT, RT*, FT*</p> <p> <input type="checkbox"/> Air Force Academy†<br/> <input type="checkbox"/> Colorado College<br/> <input type="checkbox"/> Colorado State†<br/> <input type="checkbox"/> CSU – Pueblo†<br/> <input type="checkbox"/> Denver University†<br/> <input type="checkbox"/> Mesa State                 </p> | <p> <input type="checkbox"/> Donate Life<br/> <input type="checkbox"/> Girl Scouts<br/> <input type="checkbox"/> Italian American<br/> <input type="checkbox"/> Juvenile Diabetes†<br/> <input type="checkbox"/> Kids First†<br/> <input type="checkbox"/> Share the Road†<br/> <input type="checkbox"/> Ski Country USA<br/> <input type="checkbox"/> State Parks†<br/> <input type="checkbox"/> Support Education†<br/> <input type="checkbox"/> Support the Horse†<br/> <input type="checkbox"/> Support the Troops†                 </p> <p> <input type="checkbox"/> Metro State†<br/> <input type="checkbox"/> Regis University†<br/> <input type="checkbox"/> School of Mines†<br/> <input type="checkbox"/> University of Colorado<br/> <input type="checkbox"/> Univ. of CO at CO Spgs.†<br/> <input type="checkbox"/> University of N. Colorado†<br/> <input type="checkbox"/> Western State                 </p> |
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**FIG. 1  
FOR MOTORCYCLES**

Due to the smaller size of motorcycle license plates, personalized motorcycle license plates must be no more than 6 characters in length.



All other personalized license plates must be no more than 7 characters in length.



**STEP #4**

Indicate your first through fifth choices in the boxes below. It is not necessary to fill in all empty spaces. Your choices will be considered in the order listed. A definition or explanation of your choices must be listed for each choice, if missing, application will not be processed. All characters are centered on the plate (logos and symbols are always removed).

	One letter and/or number per space per choice below	Explain the meaning of the characters you have chosen:								
#1	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table>									
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**STEP #5**

Signature of Applicant	Date Signed
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