

ORGANIZATION PLATE PROGRAM APPLICATION

North Dakota Department of Transportation, Motor Vehicle
SFN 54340 (8-2017)

MOTOR VEHICLE DIVISION
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0780
Telephone (701) 328-2725
Website: <https://dot.nd.gov>

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 Motor Vehicle Division (NDDOT MVD) for approval with the department's distinctive organization number plate program.

The following items are enclosed along with this application:

- IRS tax exempt status
- Copy of organization's design (logo), which is subject to the approval of the director

Upon acceptance to the organization number plate program, it is required that each applicant (50 minimum required) submit a signed application (SFN 54397) to the NDDOT MVD. Each applicant must agree to make payment of all fees required under NDCC Chapter 39-04 for the registration of their motor vehicle.

NOTE: The organization shall collect the applications and fees from each applicant and mail them to the Motor Vehicle Division along with the one-time payment of \$1,500, payable to the North Dakota Department of Transportation (NDDOT).

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** made payable to NDDOT.

Signature of Organization's Authorized Agent	Date
Printed Name of Organization's Authorized Agent	

APPROVAL

Motor Vehicle Division Director	Date
---------------------------------	------

Organization Plate Information

1. Your organization will be required to provide the following items:
 - a. Organization Plate Program Application (SFN 54340) found at <https://dot.nd.gov>
 - Mail completed form to the North Dakota Department of Transportation Motor Vehicle Division (NDDOT MVD), Attn: Support Operations Manager for approval
 - b. Organization's logo design for the plate decal
 - The size of the logo cannot exceed 2 1/2" in diameter
 - c. IRS 501 (c)(3) Tax Exemption status
 - d. W-9 for vendor setup
 - e. SFN 51620 ACH Authorization form for direct deposit
 - This document will be provided to the organization once the 50 applications are submitted to the NDDOT MVD
2. You will receive notification from the NDDOT MVD upon approval of application and logo
3. Application for Organization Plate (SFN 54397) <https://www.dot.nd.gov/forms/SFN54397.pdf> must be completed by 50 or more applicants and submitted with the appropriate fees
 - a. Plates cannot be issued to any passenger motor vehicle or truck whose registered gross weight exceeds twenty thousand pounds
 - b. If the applicant's license renewal is due at the time of ordering the plate, the registration fees should be included with the application
 - c. If an individual wants a personalized plate, an additional \$25 must be included with the application. Personalized license plates are limited to (5) characters. Availability of the plate can be verified on the NDDOT website <https://dot.nd.gov>
 - d. If paying by check, each applicant should make checks payable to NDDOT
 - e. Plates will be mailed to the registered owner(s)
 - f. The organization plate fee is due upon renewal of the vehicle license annually
4. The plate program set up and process takes approximately 3 to 6 months after the 50 required applications and the one-time payment of \$1500 are submitted to the NDDOT MVD