DEPARTMENT OF FINANCE AND ADMINISTRATION
P.O. BOX 1272 - LITTLE ROCK, ARKANSAS
OFFICE OF MOTOR VEHICLE 72203

❑ AUTO CHECK ONE BLOCK ❑ MOTORCYCLE

Send $25.00 Fee With Request

REQUEST FOR PERSONALIZED LICENSE PLATE

Owner type or print as shown on current registration certificate	
Name	
Current Address	
City	Zip Code
Current Arkansas License Plate, Operator or Chauffeurs License No.	Telephone # Optional

I hereby request the following personalized license plate number and certify that my registration privileges have not been revoked or suspended.

The local Revenue Office **cannot** research a request for availability. The application must be submitted to the Special License Unit only. No search request by phone.

Show 3 choices, in order of preference
(See instructions - reverse side)

PLEASE DO NOT REQUEST A SELECTION THAT YOU DO NOT WANT!
PLEASE MAKE SURE ALL LETTERS ARE CAPITALIZED AND NUMBERS ARE WRITTEN CLEARLY.

1st choice	2nd choice	3rd choice

Signature of Owner _____

After choice has been submitted and accepted by this office with $25.00 fee, there can be no change or refund of fee. Personalized License are ordered the first of every month. The new tags should return to this office in about 8 to 10 weeks after the order goes to the factory.

TO BE COMPLETED IN LITTLE ROCK OFFICE. DO NOT WRITE BELOW.

License Ordered _____ Order Date _____

Agent Signature _____
County

DATE REC'D. CHECK # DATE APPROVED SPECIAL FEE

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INSTRUCTIONS FOR OBTAINING PERSONALIZED LICENSE PLATE

1. The issuance of personalized plate is restricted to passenger vehicles, pickups and motorcycles.

2. Request for personalized license plate must be filed with the Motor Vehicle Division on form approved by the Department.

3. The fee for a personalized license plate is $25.00 annually and is in addition to the regular license registration fee. Check or money order for $25.00 payable to the Department of Finance & Administration is due upon receipt of application.

4. Applicant is requested not to inquire about license plate in order to allow time for manufacturing of personalized license plate. You will be informed when plate is available for pickup.

5. A personalized license plate may consist of not more than six characters plus one blank space. Words or letter combinations offensive, suggestive or not in good taste will not be allowed.

6. You may request three plate numbers in the order of your preference. The first number available and approved will be assigned. The date the request is received by the Motor Vehicle Division will control the priority of number assignment.

7. Either owner of a jointly registered automobile may sign the request for personalized license plate.

YOUR PERSONALIZED PLATE NUMBER MAY BE SELECTED FROM FOLLOWING COMBINATIONS

THREE LETTERS

Three letters are allowable. Example ABC.
The three letters may be spaced A B C.

FOUR LETTERS

Four letters are allowable. Example ABCD, DALE. The four letters may be preceded or followed by one or two numerals. Example 1GALE, GALE99. Letters may not be divided by an ampersand (&) or a hyphen (-).

FIVE LETTERS

Five letters are available. Example JRDJR, STATE, BOB JR. The five letters may be preceded or followed by one numeral. Example STATE 1, 3 ABCDE.

SIX LETTERS

Six letters are allowed. Example ROBERT, ABC DEF. Motorcycle six digit limit

SEVEN LETTERS

Seven letters allowed. (Motorcycles excluded). Example JOHNSON, 1234ABC.

NOT ALLOWED

1. Any combination of letters or numerals that conflict with the numbering system adopted by the Motor Vehicle Division, Department of Revenue.

2. The use of a period (.) plus sign (+) or any other characters other than those appearing above.

3. Duplication of license plate.

4. Vulgar or profane words.

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