



- The plate sequence area must be centered height-wise on the plate, can be moved left or right but must be at least 1¼ inches from either side of the plate edge.
- 3. The area designated for the registration tab must be 1 ½" high by 2" wide in the upper right-hand corner of the plate. Designs may be in this area, but the tabs will cover any design.

Organizations are required to have permission to use any trademarked or protected images, logos or phrases.

Once approved, organizations needing help designing their plate may contact Montana Correctional Enterprises at (406) 846-1320 ext. 2535.

All areas not specified in items 1 -3 are available for design.

## Application Process

- An organization must complete and submit the following items
  - 1) Appropriate application to sponsor a specialty plate
    - MV115 for 501(c)(3)
 (or)
    - MV116 for governmental body
  - 2) All supporting documentation listed on the application
  - 3) An electronic copy (i.e. flash drive) of the plate design in a layered format
    - Software must be Adobe Illustrator, Photoshop or CorelDraw
  - 4) A full color hard copy of the plate design
  - 5) A check in the amount of \$4,120 **made payable to Montana Correctional Enterprises** (fee includes 3% administration fee per [MCA 61-3-111](#))
- The Department of Justice (DOJ) will verify the required application elements and will forward the organization's plate design to Montana Correctional Enterprises (MCE).
- The DOJ, in consultation with MCE, will approve or reject the initial plate design (proof) based on the specifications outlined. The DOJ will return rejected designs to the sponsor's liaison outlining the reasons for disapproval.
- Once the initial or reworked plate design is approved by DOJ, MCE and the Montana Highway Patrol; the sponsor must approve the design by signing the back of the proof.
- Applications may take up to six weeks to process.
- Once a plate design is released, customers can request specialty plates at their County Treasurer's office through the vehicle registration process.
- Specialty License Plate Donation statistics are available at [dojmt.gov/driving](http://dojmt.gov/driving) under [MVD by the Numbers](#).

## Plate Sales

- An organization must sell at least 400 plates within 3 years following the initial date of release and maintain the 400 minimums throughout the plate's existence or the plate is subject to revocation.

## Annual Certification

Organizations are required to certify annually using form MV117.