

Additional Information & Instructions For Completing Form MV-9C

When the instructions below read "WRITE", you should:

- Legibly hand print information, type information or access this Department's website, www.dor.ga.gov, to electronically enter information and print for your signature and submission by mail or in person.

#One (1) on MV-9C Request

- WRITE your full legal name, address, and your county of residence in the spaces provided.
- WRITE your valid driver's license # and the name of the state/country of issue, OR,
 - Your state-issued identification card #, OR,
 - Your social security # in the space provided.
 - If you are not required or eligible for a GA driver's license or are not eligible for a social security number, however, you are a GA resident, WRITE the out-of-state or out-of-country driver's license # and the name of the state or country of issue in the space provided.
- WRITE your telephone # or e-mail address if you would like us to contact you if there is a problem with your request.

#Two (2) on MV-9C Request

- WRITE an "X" in the box to the left of the name of the Georgia college or university to indicate your license plate choice.
- Submit one MV-9C request and the \$25.00 manufacturing fee for each license plate you want.
- Remit cash, check or money order payable to the Office of the Tax Commissioner in the county where the owner lives.
 - Do not remit cash through the mail!
 - The manufacturing fee is \$25.00 for each license plate.
 - Mail or deliver your application and payment to the Tax Commissioner's office in the county where you reside. For vehicles that are in the name of a business, apply at the Tax Commissioner's office in the county where the business is located.

- * We did not receive 500 requests for a license plate for any of the colleges/universities marked with an asterisk (*); therefore, commemorative license plates will not be manufactured for issue in 2005. In order for license plates to be manufactured for issue in 2006, we must receive 500 requests and the \$25.00 manufacturing fee with each request between January 1, 2005 and July 31, 2005. Requests (Form MV-9C) and manufacturing fees for the colleges/universities marked with an (*) should be mailed to: ATTN: Special Tags, Department of Revenue, Motor Vehicle Division, PO Box 740381, ATLANTA, GA 30374-0381 between January 1, 2005 and July 31, 2005.

- * Request college/university license plates NOT marked with an (*) at your county tag office.

#Three (3) on MV-9C Request

- WRITE the name of a Georgia college or university only if it is not listed in #2 on this form to indicate your license plate choice.
 - If the name of the college or university is listed in #2, WRITE an "X" in the box to the left of the name of the college or university to indicate your choice of license plate.
- Attach a check or money order payable to the Department of Revenue to the completed MV-9C request if you write in the name of a college or university, or if the college/university is listed in #2 with an (*).
 - The manufacturing fee is \$25.00 for each license plate.
 - Mail as indicated.

#Four (4) on MV-9C Request

- SIGN MV-9C application in the space provided.
- WRITE the date you sign the application in space provided.

Additional Information

- Colleges and universities submit a design of the logo or graphic for approval.
 - If the design is approved and if 500 applications are received by July 31, the logo and graphic will be on the new license plate when it is issued.
 - The name of the college or university will be printed on the license plate in the space reserved for the county name decal.
- Your receipt for payment is your proof of application. Please do not lose it.
 - If 500 applications are not received for a specific college or university commemorative license plate by July 31 of the year preceding the year the license plate is to be issued, the license plate will not be manufactured and your money refunded.
- When you renew or apply for a vehicle registration:
 - If you pre-paid the manufacturing fee, include the original receipt with the registration renewal/application and the required fees/taxes during your registration period.
 - Annual registration fee (a/k/a tag/decals fee), \$25.00 special tag annual fee, ad valorem tax, and \$1.00 if the license plate/decals is to be mailed to you.
 - If you did not pre-pay the \$25.00 manufacturing fee, the fees are as follows: annual registration fee, \$25.00 manufacturing fee, \$25.00 special tag annual fee, ad valorem tax, and \$1.00 if the license plate/decals is to be mailed to you.

If you have any questions, please contact:

- Your County Tax Commissioner's office; or,
- The Motor Vehicle Division of the Department of Revenue at (404) 362-6500