

<b>Motor Vehicle Procedure Manual</b>
<b>Registration</b>
Specialty License Plates

**Table of Contents**

Legal Authority .....	1
Description and Use .....	1
Documentation and Special Instructions .....	1
Definitions .....	2
Documentation Required and Special Instructions .....	6
Specialty License Plate Vouchers and Gift Certificates .....	7
Renewals and Transfers .....	8
Replacement License Plates .....	8
Distribution Requirements for Annual Use Fees .....	8
General Information .....	9
Fraternal Order of Police Letter .....	10
Revision(s) to Procedure .....	11

**Legal Authority**

[Section 320.08056, Florida Statutes](#), makes the Department responsible for developing specialty license plates.

[Section 320.08058, Florida Statutes](#), identifies all specialty license plates, what they should look like, and annual use fee for collection and distribution.

[Chapter 216, Florida Statutes](#), Planning and Budgeting.

**Description and Use**

This procedure provides information and instructions to guide employees and agents of the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) with issuing Florida’s specialty license plates.

**Documentation and Special Instructions**

The procedures listed below are used in the transactions described in this procedure:

- [Procedure RS-20](#) Creation of a New Specialty License Plate
- [Procedure RS-27](#) Personalized License Plates
- [Procedure RS-39](#) Annual Audit or Report of Specialty License Plate and Voluntary Contribution Annual Use Fees
- [Procedure RS-53](#) Registration for Lessee/Registrant
- [Procedure RS-67](#) Presale Specialty License Plate Vouchers

**FORMS:**

The forms listed below are used in the transactions described in this procedure:

- Form [HSMV 83140](#) License Plate Rate Chart
- Form [HSMV 83146](#) Application for Replacement License Plate, Validation Decal or Parking Permit.

**Definitions**

Specialty License Plates are available to the public without having to meet specific qualifications, and which require payment of an additional annual use fee. These license plates are often referred to as trust-fund license plates.

Exceptions to this definition are: Fraternal Order of Police, US Paratrooper, Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Sorority, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Zeta Phi Beta Sorority

**Types of Specialty License Plates and Annual Use Fees**

A. Specialty License Plates with \$15 Annual Use Fee:

1. Air Force
2. Army
3. Coast Guard
4. Florida Wildflower
5. Indian River Lagoon
6. Marine Corps
7. Navy
8. Salutes Veterans
9. Share the Road
10. Support Florida Special Olympics
11. Tampa Bay Estuary
12. U. S. A. Olympic Spirit

B. Specialty License Plates with \$20 Annual Use Fee:

1. Agriculture

2. Boy Scouts of America
3. Choose Life
4. Everglades River of Grass
5. Invest in Children
6. Motorcycle Specialty
7. Police Athletic League
8. Protect Wild Dolphins
9. Salutes Firefighters
10. State of the Arts
11. Support Education
12. Support Law Enforcement
13. US Paratrooper

C. Specialty License Plates with \$22 Annual Use Fee:

1. Fish Florida

D. Specialty License Plates with \$23 Annual Use Fee:

1. Sea Turtle

E. Specialty License Plates with \$25 Annual Use Fee:

1. Agricultural Education
2. Alpha Kappa Alpha Sorority
3. Alpha Phi Alpha Fraternity
4. America the Beautiful
5. American Legion
6. Animal Friend
7. Aquaculture - If the same owner purchases more than ten "Aquaculture" license plates, the annual use fee shall be \$10 per license plate.
8. A State of Vision
9. Best Buddies
10. Big Brothers Big Sisters
11. Blue Angels
12. Blue Angels motorcycle
13. Bonefish Tarpon & Trust Fund
14. Challenger/Columbia
15. Coastal Conservation Association
16. Collegiate
  - Advent Health University ICUF

- Auburn University
- Ava Maria University ICUF
- Barry University ICUF
- Beacon College ICUF
- Bethune Cookman University
- Eckerd College ICUF
- Edward Waters College ICUF
- Embry-Riddle Aeronautical University ICUF
- Everglades University ICUF
- Flagler College ICUF
- Florida A & M University
- Florida Atlantic University
- Florida College ICUF
- Florida Gulf Coast University
- Florida Institute of Technology ICUF
- Florida International University
- Florida Memorial University ICUF
- Florida State University
- Florida Southern College ICUF
- Jacksonville University ICUF
- Keiser University ICUF
- Lynn University ICUF
- Nova Southeastern University ICUF
- Palm Beach Atlantic University ICUF
- Ringling School of Art and Design ICUF
- Rollins College ICUF
- Saint Leo University ICUF
- Saint Thomas University ICUF
- Southeastern University ICUF
- Stetson University ICUF
- University of Central Florida
- University of Florida
- University of Georgia
- University of Miami
- University of South Florida
- University of Tampa ICUF
- University of West Florida
- Warner Southern College ICUF

- Webber International University ICUF
- 17. Conserve Wildlife
- 18. Delta Sigma Theta Sorority
- 19. Discover Florida's Horses
- 20. Discover Florida's Oceans
- 21. Ducks Unlimited
- 22. End Breast Cancer
- 23. Endless Summer
- 24. Explore Off Road
- 25. Explore Our State Parks
- 26. Fallen Law Enforcement Officers
- 27. Family First
- 28. Family Values
- 29. Florida Professional Sports Teams:
  - Florida Marlins
  - Florida Panthers
  - Jacksonville Jaguars
  - Miami Dolphins
  - Miami Heat
  - NASCAR
  - Orlando City Soccer
  - Orlando Magic
  - Tampa Bay Buccaneers
  - Tampa Bay Lightning
  - Tampa Bay Rays
- 30. Florida Sheriffs Association
- 31. Florida Sheriffs Youth Ranch
- 32. Fraternal Order of Police
- 33. Freemasonry
- 34. Gadsden Flag
- 35. Go Fishing
- 36. Golf Capital of the World
- 37. Horse Country
- 38. Hospice: Every Day is a Gift
- 39. Imagine
- 40. In God We Trust
- 41. Iota Phi Theta Fraternity
- 42. Kappa Alpha Psi Fraternity

43. Keep Kids Drug-Free
44. Lauren's Kids
45. Live the Dream
46. Moffitt Cancer Center
47. Omega Psi Phi Fraternity
48. Phi Beta Sigma Fraternity
49. Play Tennis
50. Protect Florida Springs
51. Protect Florida Whales
52. Protect Marine Wildlife
53. Protect Our Oceans
54. Protect Our Reefs
55. Protect the Panther
56. Save Our Seas - If the same owner purchases more than 10 "Save Our Seas" license plates, the annual use fee shall be \$10 per license plate.
57. Save the Manatee
58. Save Wild Florida
59. Sigma Gamma Rho Sorority
60. Stop Child Abuse
61. Stop Heart Disease
62. Support Autism Programs
63. Support Homeownership for All
64. Support Our Troops
65. Trees Are Cool
66. United We Stand
67. Visit Our Lights
68. Walt Disney World
69. Wildlife Foundation of Florida
70. Zeta Phi Beta Sorority

### **Documentation Required and Special Instructions**

- A. Any county tax collector or license plate agency may process applications for specialty license plates.
- B. To obtain the following specialty license plate, these requirements must be met:
  1. US Paratrooper: completed form 83034 and proof of completion of US Army Jump School or of being decorated as a parachutist during military training. Only current or former members of the United States military, who as part of their military duty, have been trained to jump

from a flying aircraft may request, and be issued, the US Paratrooper license plate. Refer to [Procedure RS-15](#)

2. Fraternal Order of Police: the customer must provide a letter of proof that they are a member in good standing to obtain the license plate; see letter attached.
  3. Divine Nine License Plates: Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Sorority, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Zeta Phi Beta Sorority: must provide a current membership card and cannot be expired or a membership letter on the organization letterhead indicating the member is current.
- C. These license plates may be issued to any vehicle (including leased). However, this excludes tractors and those vehicles that require "Restricted", "Apportioned", "Indefinite", motorcycle size (except motorcycle specialty) license plates and dual (two) truck license plates. Refer to [Procedure RS-53](#) for registering a leased vehicle in the name of the lessee/registrant.
- D. Proof of Insurance: Proof of Florida insurance is required. Refer to [Procedure RS-36](#) for additional insurance requirements.
- E. Fees: Refer to form [HSMV 83140](#) for applicable fees in addition to the specialty plate annual use fees. When individuals purchase a specialty plate for a period of more than 13-months, all fees including annual use, processing, EMS, Law Enforcement Radio Systems Trust Fund, Juvenile Justice, Transportation Disadvantage and State Transportation Surcharge fees are doubled.

### **Specialty License Plate Vouchers and Gift Certificates**

Anyone at any time may purchase a “Specialty Plate Voucher” for any specialty license plate that is in the Pre-Sale Voucher Process. The “Specialty Plate Voucher” is issued for a specific customer (the recipient) for a specific type of specialty plate. If the receiving customer does not have a vehicle in their name, the voucher cannot be redeemed.

An individual may not purchase a voucher for one type of specialty plate and apply it toward the payment of another specialty plate. A processing fee, service fee, branch fee and specialty plate fee will be charged when the voucher is purchased. All other applicable fees will be charged when the specialty plate is issued. The voucher will print on plain paper and has no expiration date. It is valid for use once, and only during transactions that charge the specialty fee.

A voucher cannot be transferred, replaced, or exchanged. If the plate has met the presale requirement but the license plate has not been issued, a refund can be requested.

#### **Redeeming Vouchers:**

When a voucher is redeemed, the receiving customer must have a vehicle registered in their name. If they do not have a vehicle in their name, the voucher cannot be used at that time. Vouchers never

expire, the customer can keep the voucher until they obtain a vehicle in their name, or the customer can request a refund.

### **Gift Certificates:**

Gift certificates can be purchased at any time for a specialty license plate that is not in the Pre-Sale Voucher process. The gift certificates are processed and redeemed the same way as pre-sale vouchers. Money from gift certificates goes to the sponsoring organization. Refunds are not available for gift certificates.

Refer to [Procedure RS-20](#) and [Procedure RS-67](#) for information about Presale Specialty License Plate Vouchers.

Pre-Sale Vouchers: Upon deauthorization of the license plate or if the plate has met the presale requirement but has not been issued, a purchaser of the license plate voucher may use the annual use fee collected as a credit towards any other specialty license plate that has the same annual use fee or apply for a refund on a form prescribed by the department.

### **Renewals and Transfers**

Any county tax collector or license plate agent may process renewals and transfers.

### **Replacement License Plates**

Any county tax collector or license plate agent may process applications for replacement license plates.

The following is required:

- A. An accurately completed form [HSMV 83146](#).
- B. A copy of the vehicle registration certificate.

Refer to [Procedure RS-06](#) for additional information and fees.

- C. When an customer attests on form [HSMV 83146](#) that a license plate or decal has been stolen and reported it as stolen to a law enforcement agency, the customer is not charged a replacement fee.

### **Distribution Requirements for Annual Use Fees**

Specific information for each specialty license plate can be viewed at [Section 320.08058, Florida Statutes](#). This statute identifies all specialty license plates, what they should look like, and annual use fee for collection and distribution.



## General Information

A. All specialty license plates may be issued as personalized license plates. Refer to [Procedure RS-27](#) for additional information.

B. The department is authorized to discontinue issuing any specialty license plate if the number of valid specialty license plate registrations falls below 3,000 for at least 12 consecutive months.

A warning letter shall be mailed to the sponsoring organization of each plate whose total number of valid specialty license plate registrations is below 3,000.

[Section 320.08056\(8\), Florida Statutes](#), exempts Collegiate license plates from the minimum sales requirement.

On January 1 of each year, the department shall discontinue the specialty license plate with the fewest number of plates in circulation, including license plates exempt from a statutory sales requirement. The department shall mail a warning letter to the sponsoring organizations of the 10 percent of specialty license plates with the lowest number of valid, active registrations as of December 1 of each year.

C. The organization that requested the specialty license plate may not request a redesign of the specialty license plate, unless the inventory of license plates has been depleted, or the organization pays for the remaining inventory at cost.

D. The remaining inventory will be sent to PRIDE to be destroyed; it is not available to the organization.

E. Organizational recipients are required to submit an annual audit of expenditures of the annual use fees to determine if they are being made in accordance with the law.

See [Procedure RS-39](#) for detailed information regarding audit and attestation requirements.

F. Organizational recipients are required to notify the department if the organization no longer exists.

**Fraternal Order of Police Letter**



**Fraternal Order of Police  
Florida State Lodge  
P.O. Box 1349  
Tallahassee, FL 32302-1349**



In Reply, Refer to: \_\_\_\_\_  
**(Last name, First name Initial)**

State of Florida  
County of Leon

On this \_\_\_\_ day of \_\_\_\_\_ 22, I verified that \_\_\_\_\_ is a member in good standing of the Fraternal Order of Police or a member of a lodge member’s family. I made this determination by checking the records of the Fraternal Order of Police membership. IN TESTIMONY WHEREOF, I have set my hand and affixed my official seal.

\_\_\_\_\_  
Notary Public in and for Leon County Florida

My Commission Expires: \_\_\_\_\_

This Fraternal Order of Police letter is one of the requirements for receiving your F.O.P. License Plate in Florida. When submitting your request to the local county tax collector’s office, include the following with this letter:

1. Proof of Ownership:
  - Copy of the current Florida Vehicle Registration
2. Current proof of insurance (card).
3. Submit to the local county tax collector’s office for processing and amount of fee.
4. Tax Collectors or Office Managers: Please refer to [Procedure RS-22](#) and Technical Advisory R11-02.

FOPFL  
January 2011 (R)  
(05/31/19) revised 06/16/2018

## Revision(s) to Procedure

### **2/1/2024 Removed deauthorized specialty license plate, Hodges University and University of North Florida.**

12/2023 Added new license plates, updated Gift Certificates explanation.

02/03/23 Removed Kids Deserve Justice License Plate

7/11/22: Added Anyone at any time may purchase a “Specialty Plate Voucher” for any specialty license plate. The “Specialty Plate Voucher” is issued for a specific customer (the recipient) for a specific type of specialty plate. However, when the voucher is redeemed, the receiving customer must have a vehicle registered in their name. An individual may not purchase a voucher for one type of specialty plate and apply it toward the payment of another specialty plate. A processing fee, service fee, branch fee and specialty plate fee will be charged when the voucher is purchased. All other applicable fees will be charged when the specialty plate is issued. The voucher will print on plain paper and has no expiration date. It is valid for use once, and only during transactions that charge the specialty fee. A voucher cannot be transferred, replaced, or exchanged. However, if the plate has met the presale requirement but the license plate has not been issued, a refund can be requested.

7/11/22: added to obtain the following specialty license plate, these requirements must be met:

7/11/22 Added: Specific information for each specialty license plate can be viewed at Section 320.08058, Florida Statutes. This statute identifies all specialty license plates, what they should look like, and annual use fee for collection and distribution.

7/11/22: Redeeming Vouchers: When a voucher is redeemed, the receiving customer must have a vehicle registered in their name. Vouchers have no expiration date, if the customer does obtain a vehicle in their name, the voucher can be used then, or they can request a refund.

7/11/22: Refer to Procedure RS-20 and Procedure RS-67 for information about Presale Specialty License Plate Vouchers.

7/11/22: Added Blue Angels, Coastal Conservation Association, Explore Our State Parks, Walt Disney World, Advent Health University ICUF, Ava Maria University ICUF, Beacon College ICUF, Hodges University ICUF, Webber International University ICUF Removed Advent Health University and New College of Florida.

7/11/22: added 11 new plates America the Beautiful, Explore Off Road, Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Sorority, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Zeta Phi Beta Sorority.

01/XX/2022: Updated language for Wildlife code from SNR to WRL

04/xx/21: Statutory review. Updated language in section(s) HH, Q, MM, NN TT.

08/28/20: Added bullet “D” to the General Information on page 8.

05/31/2019: Reviewed all statutes, updated links, and added link to exhibit. Removed Support Soccer due to organization closure. Changed applicant to customer.

07/01/2017: Pages 16, 20, 25 and 27 of this procedure were updated to replace the State Homes for Veterans Trust Fund with the Operations and Maintenance Trust Fund with the Department of Veteran Affairs. Page 20 was also updated to replace the Florida Endowment Foundation for Vocational Rehabilitation with the Grants and Donations Trust Fund of the Division of Vocational Rehabilitation.

04/24/2023 Added The Pre[1]Sale Voucher process. The gift certificates are processed and redeemed the same way as pre[1]sale vouchers. Money from gift certificates goes to the sponsoring organization. Refunds are not available for gift certificates.

04/27/2023 Added Pre-Sale Vouchers: Upon deauthorization of the license plate or if the plate has met the presale requirement but has not been issued, a purchaser of the license plate voucher may use the annual use fee collected as a credit towards any other specialty license plate that has the same annual use fee or apply for a refund on a form prescribed by the department.

04/27/2023 Added Gift Certificates purchased for established specialty license plates cannot be refunded.