

Sample Emblem-Use Authorization Form

[Helping Schools License Plate](#)

EMBLEM-USE AUTHORIZATION STATEMENT

SCHOOL/ORGANIZATION INFORMATION:

Name of School or Sponsoring Organization \_\_\_\_\_

Organization's Contact Person \_\_\_\_\_  
(name and title)

Address \_\_\_\_\_

\_\_\_\_\_  
(City/State/Zip)

Telephone Number: \_\_\_\_\_

Statement Number: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Contribution Paid: \$15\*

\*Note: Effective July 1, 2000, if you are applying for a biennial (two-year) registration, the minimum contribution is \$30.

Date of Payment \_\_\_\_\_

APPLICANT INFORMATION:

Applicant's Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City/State/Zip)

Telephone Number: \_\_\_\_\_

NOTE: To obtain your Helping Schools license plates, submit this statement and a \$15 special plate fee (\$30 for biennial registrations) with your Application for Missouri Personalized and Special License Plates (DOR-1716) to the Missouri Department of Revenue, P.O. Box 100, Jefferson City, MO 65105-0100

## Instructions

Helping Schools license plates are special license plates which must be renewed on an annual or biennial (two-year) basis. The special plate fee of \$15 (\$30 for biennial registrations) is charged in addition to the contribution required for the Emblem Use Authorization and the regular registration fee prescribed by law, and is payable upon renewal.

The letters, numbers or combination of letters and numbers on Helping Schools license plates shall not exceed 6 characters in length. If a Helping Schools license plate is requested which includes a dash (-), or an apostrophe ('), the letters, numbers or combination of letters and numbers shall then be restricted to 5 characters, excluding the dash or apostrophe.

Every application for a Helping Schools license plate must be accompanied by an "emblem-use authorization form" issued by the participating school or nonprofit organization. A new emblem-use authorization form must be presented at the time of renewal.

**Note:** The "statement number" on this form is a number assigned by the sponsoring organization for its record-keeping purposes.

After obtaining an emblem-use authorization form, send **ONLY** your Application for Missouri Personalized and Special License Plates (Form 1716), your emblem-use authorization form and \$15 (\$30 for biennial registrations) fee to **Motor Vehicle Bureau, P.O. Box 100, Jefferson City, MO 65105-0100**.

Your plates will be ordered by the Department of Revenue. You will be notified by mail when your plates are available at your local license office, and you will receive information about how to pick up your plates. All questions about processing your application should be directed to the Department of Revenue through your local license office.