

Electronic Preorder Request Application (VSA 10D) – Sponsor Guidelines

You, *SPONSORING ENTITY*, requested authorization to collect through electronic means for some or all of the minimum prepaid applications required for development of a new Virginia special license plate. A minimum of 350 prepaid applications is required for non Virginia colleges/universities, localities, fraternities, and sororities. The minimum for all other organizations is 450.

Your request is approved with the understanding that you will comply with the following process and procedures:

1. Applications for the plate will go to *SPONSORING ENTITY* and click on the link for the special license plate;
2. The DMV VSA 10D will be available as a fillable PDF so that applicants may complete the form online.
3. Applications will not be accepted from applicants who do not verify that their vehicles are insured with liability coverage;
4. Applicants will be prompted to select the box on the VSA 10D verifying that their vehicles are insured with liability coverage;
5. If the applicant selects the box verifying insurance coverage, the program will populate the signature box with the applicant's name (and the co-applicant's name if applicable). An applicant who does not select the box verifying insurance coverage will not be able to proceed with the application or order the plate through the website.
6. The option provided on the VSA 10D to state that the vehicle is not insured and to remit the applicable uninsured motor vehicle fee will not be available to applicants for this special plate through the website(s) promoting the plate.
7. Once the applications are collected, *SPONSORING ENTITY* will provide printed copies of the applications, together with the total fees (plate cost multiplied by the number of applications submitted) to DMV.

If *SPONSORING ENTITY* intends to assess a credit card processing fee for each application completed online, in order to cover the fee charged by the credit companies, the approval of the collection of the VSA 10Ds through the electronic means described above is contingent upon the website indicating clearly that the processing fee is not being charged by DMV, is wholly unrelated to DMV, and will not be refundable should the special plate not be issued. In addition, I suggest *SPONSORING ENTITY* provides an option for applicants to print out the VSA 10D and submit it, with payment, by mail if they prefer not to pay credit card processing fee.

Good luck with this endeavor. Should you have any further questions or require any additional information please contact DMV License Plate Development PlateDevelopment@dmv.virginia.gov

Carolyn Easley
License Plate Development
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