



## EMS Information Bulletin- #010

**DATE:** February 11, 2004

**SUBJECT:** EMS License Plates

**TO:** EMS Practitioners  
Ambulance Services  
Medical Command Facilities

**FROM:** Emergency Medical Services Office  
(717) 787-8740

The EMS Office has received a number of telephone inquiries from individuals trying to obtain EMS license plates for personal vehicles. The EMS Office has contacted the Pennsylvania Department of Transportation, Bureau of Motor Vehicles for the following information regarding EMS License Plates:

1. Individuals who want to purchase EMS Special Organization License plates must complete DOT form MV-904SO (the form may be obtained from the regional EMS council or downloaded from the EMS Office web site.)
2. EMS Special Organization License Plates are only available for individuals who are associated with EMS organizations such as a quick response service (QRS), licensed ambulance service, or emergency department.
  - a. Section A of the application can be filled in "on-line" if desired prior to printing the form.
  - b. Sections B and C of form MV-904SO must be completed and signed by the "**Chief Officer**" for members of quick response and ambulance services or the "**Emergency Department Director**" if the individual works for an Emergency Department. PennDOT representatives indicate it is imperative that the Chief Ambulance Officer or the Emergency Department Director signs the application. Applications sent to PennDOT without one of these signatures will be denied. No substitutions will be accepted.
3. When the applicant ceases to be a member in the organization, the registration plate must be returned to the Department of Transportation. Additional instruction for reissue of a regular series registration is included on form MV-904SO.
4. Completed applications should be returned to the address indicated on form MV-904SO.

**MV-904SO (02-04)**Commonwealth of Pennsylvania  
Department of Transportation  
Bureau of Motor Vehicles**P.O. Box 68266**

Harrisburg, PA 17106-8266

**APPLICATION FOR  
SPECIAL ORGANIZATION  
REGISTRATION PLATE****Fee: \$20.00****▲ FOR DEPARTMENT USE ONLY ▲**

<b>A VEHICLE DESCRIPTION AND APPLICANT INFORMATION</b> <i>(complete this section exactly as information appears on current registration card)</i>						
TITLE NUMBER		CURRENT REG. PLATE #		CURRENT EXPIRATION	MAKE OF VEHICLE	YEAR
LAST NAME		JR., etc.	FIRST NAME	MIDDLE INIT.	TELEPHONE NUMBER ( ) HOME _____ ( ) WORK _____	
STREET ADDRESS - Must list a street address. P.O. Box # alone is not acceptable.			CITY	STATE	ZIP CODE	
In conjunction with replacement of your plate, you will receive one registration card. If additional registration cards are desired, the fee is \$1.50 for each card.					How many extra registration cards do you want? _____	
<b>B TO BE COMPLETED BY ORGANIZATION</b>						
<b>NAME OF ORGANIZATION: EMERGENCY MEDICAL SERVICE</b>						
NAME OF ORGANIZATION CHAPTER, POST, LODGE, EMPLOYER, etc.					TELEPHONE NUMBER ( )	
STREET ADDRESS			CITY	STATE	ZIP CODE	
<b>C TO BE COMPLETED BY ORGANIZATION OFFICIAL</b> <i>(see special instructions below)</i>						
I certify that the individual named in Section A is a member in good standing of the organization listed in Section B:						
NAME OF ORGANIZATION OFFICIAL		TITLE		SIGNATURE <b>X</b>		
<b>D I CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT AND THAT WHEN I CEASE TO BE A MEMBER OF THE ABOVE NAMED ORGANIZATION, I WILL IMMEDIATELY RETURN THE REGISTRATION PLATE TO THE DEPARTMENT OF TRANSPORTATION.</b>						
<b>X</b> _____			APPLICANT'S SIGNATURE IN INK		DATE _____	

**GENERAL INFORMATION REGARDING A SPECIAL ORGANIZATION REGISTRATION PLATE**

- The applicant listed in Section A must be a registered owner of the vehicle as indicated on the vehicles registration credential. If the vehicle is a leased vehicle, Form MV-1L, "Application for Lessee Information", must be completed and attached.
- Fee required with this application is \$20.00. Payment is to be made by check or money order payable to "Commonwealth of Pennsylvania". DO NOT SEND CASH.
- No special organization registration plate will be duplicated. If your plate is lost, stolen or defaced, we will reissue you the next available plate in our series for \$7.50. To apply for replacement, complete Form MV-44 and submit the required fee.
- Requests for special organization registration plates are restricted to passenger vehicles, trucks and motorhomes with a registered gross weight of not more than 9,000 lbs. **Motorcycles and trailers do not qualify for special organization registration plates.**
- NO REFUND OF FEE will be issued when applicant cancels request after order is placed.
- This application, completed in full, along with a check or money order should be mailed to: Bureau of Motor Vehicles, Special Organization Plate Program, P.O. Box 68266, Harrisburg, PA 17106-8266.
- When the applicant ceases to be a member in the organization or ceases to be a notary public as listed in Section B, the registration plate must be returned to the Department. Complete Form MV-44 and submit a fee of \$7.50 for reissue of a regular series registration plate.
- All telephone numbers will be held in confidence and used only in the event of a problem with your application.
- Special organization plates are in issued in number sequence only and may not be personalized.
- To avoid possible problems with citations with your old registration plate, return it to: Department of Transportation, Bureau of Motor Vehicles, Return Tag Unit, P.O. Box 68597, Harrisburg, PA 17106-8597 after you have received your special organization plate.

**SPECIAL INSTRUCTIONS - SECTION C**

- If applicant is a notary applying for a notary public plate, the applicant's notary seal must be affixed in this section instead of an official's signature.
- If applying for a Fraternal Order of Police plate, the Lodge seal must be affixed to this application.