

Guidelines: Organization License Plate Decal Program

A Hawaii special number plate is a specially designed license plate with a decal on its face that represents an organization. Organizations receive the fees collected for the special number plates, less expenses, on a quarterly basis.



Organization Qualification:

The City and County of Honolulu Department of Customer Services, Motor Vehicle Licensing and Permits Division (MVLP) is authorized to issue special number plates to any organization in the state that meets the minimum standards and qualifications:

- A nonprofit organization with documentation of its designation by the Internal Revenue Service as a **501(c)(3)** tax-exempt organization and whose primary purpose is to provide the community with specific programs to improve the public's health, education, or general welfare;
- A military service veterans group;
- A state or county agency approved by the MVLP Administrator; or
- Any school or accredited institution of higher learning or a college or recognized program; and
- To be eligible, an organization must:
 - Have at least 100 members in good standing;
 - Must be headquartered in Hawai'i;
 - If the organization is a chapter or branch of an international, national, or regional organization, it must be in good standing and authorized in writing by the parent organization to use the decal design applied for by the organization; and
 - Must have at least 150 confirmed applicants for the organization's special license plate.

Organization Application, Approval Process:

1. Eligible organizations may submit a **notarized letter**, signed by an officer or director of the organization, to the MVLP Licensing Administrator that includes:
 - Request for organization to participate in the special license plate/organization decal program;
 - Confirmation that there are at least 150 confirmed applicants for their organization decal license plates;
 - Attach a copy of the IRS letter indicating the organization's **501(c)(3)** tax-exempt designation;
 - Attach five copies of the organization's 3"x3" decal design and color(s);
 - Mail request and attachments to:
 - Division of Motor Vehicle, Licensing and Permits
 - Administration
 - P.O. Box 30300
 - Honolulu, Hawaii 96820
2. The Licensing Administrator submits a decal design sample to each county chief of police for review and approval.
3. Upon approval of the decal design, the organization must use the vendor designated by the MVLP Licensing Administrator for manufacture of the approved organization decal.
 - The organization works directly with the vendor.
 - Vendor determines cost based on decal design, color(s), and quantity.
 - All costs for production and delivery of the organization decal are invoiced directly to the organization.
 - Decals are delivered to MVLP for statewide distribution.

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Decal Design:

The decal design must represent the organization. If the organization is a chapter or branch of an international, national, or regional organization, they must submit a letter from the parent organization's headquarters verifying that the applicant is in good standing and authorized to use the decal design. The decal design **shall not**:

- Infringe or otherwise violate any trademark, trade name, service mark, copyright, or other proprietary or property right;
- Represent any obscene or degrading image, idea, word or phrase;
- Advertise or endorse a product, brand, or service that is provided for sale;
- Promote any religious belief; or
- Promote any philosophy based on prejudice or that is contrary to state civil rights laws.

Revocation of Organization License Plate Decal:

The director may revoke the approval of an organization's application for special number plates if the total number of registered vehicles that obtained the special number plates is less than 150 within three years of receiving approval to issue the organization's special number plate. Upon revocation of the approval, the director shall return the unused decals to the organization.

Contact:

If you have questions or need additional information about participating in the Organization License Plate Decal Program, please call (808) 768-9197 or send an email to k.farm-masaniai@honolulu.gov.

Reference:

[Hawaii Revised Statutes 249-9.1](#)

Please note: special number license plates for Haleakala National Park, Hawaii Volcanoes National Park ([HRS 249-9.5](#)) and Polynesian Voyaging Society ([HRS 249-9.6](#)) are authorized by the Hawaii State Legislature. These special license plates are different than the Organization License Plate Decal Program detailed above.

