



KENTUCKY TRANSPORTATION CABINET

Division of Motor Vehicle Licensing

P.O. Box 2014

Frankfort, KY 40622

TC 96-328

02/2012

## Special Event License Plate

Per KRS 190.085, this application form shall be submitted to the Department of Vehicle Regulation by a licensed motor vehicle dealer in order to receive approval to use a civic event license plate

### Instructions:

1. Application for approval must be made to the Department of Vehicle Regulation (Department) at least sixty (60) days prior to the event.
2. The application shall be accompanied by five dollars (\$5) for each civic event license plate applied for. Submit a check or money order payable to the Kentucky State Treasurer.
3. The Commissioner of the Department of Vehicle Regulation shall approve or deny the use of the license plate within thirty (30) days after receiving the application and inform the dealer as to his decision.
4. At least ten (10) days prior to the date approved for the use of civic event license plate, the motor vehicle dealer shall provide to the Department the vehicle identification number(s) (VIN) for each vehicle which is anticipated to be lent or donated to the civic event. Listing of the VIN can be sent via email to [KYTCMVLHelpdesk@ky.gov](mailto:KYTCMVLHelpdesk@ky.gov).
5. A copy of the approved application shall be carried in the vehicle at all times.
6. When the civic event license plate expires, the dealer shall remove the plate and return it to the Department.

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Please Print or Type:

### TO BE COMPLETED BY THE MOTOR VEHICLE DEALER

Dealer Name: \_\_\_\_\_

Dealer License Number: \_\_\_\_\_

Event for which the motor vehicle will be used: \_\_\_\_\_

Date and duration motor vehicles will be loaned: \_\_\_\_\_

Number of motor vehicles to be donated or loaned: \_\_\_\_\_

For MVL use only
Date Received: _____
Date Approved: _____
Staff Initials: _____