



# Special Plates

Motor Vehicles Division

3-18-2025

## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.11
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Special Plates
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This Standard Operating Procedure (SOP) outlines the process for issuing and renewing special license plates.

## Purpose

This SOP provides step-by-step procedures for Processing Specialists or Title Consultants to follow when working special plates transactions.

## Policy Statement

These procedures apply to MV Processing Specialists processing mail-in special plates requests or Title Consultants assisting customers in person.

## Compliance

**OAC 670:20-29** – Special License Plates

LO Manual Chapter IV: Special Plates

## Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink
Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.

## Roles

Role	Responsibilities
MV Processing Specialist (PS)	Processes special plates transactions from the MV Processing offices.
Title Consultant (TC)	Handles customer interaction in-store. Processes special plates transactions live with customers.
MV Supervisor	Available to help resolve any issues or unusual cases that arise from normal processing of transactions
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to OneLink Queues. Sends outgoing mail.

## Procedures

### Process #1: Issuing a Special Plate

**Purpose:** To issue a special plate to a customer.

#### Background: SOK Storefront

When processing a renewal live with a customer, first verify that the customer has the proper documentation for the special plate they desire. This includes **Driver's License, Valid Oklahoma Insurance, Vehicle VIN, [Application Form](#), and Required Qualifications (if necessary)**.

If the required documentation is present, proceed by pulling up the customer's **Ownership Account** and continue with the instructions below.

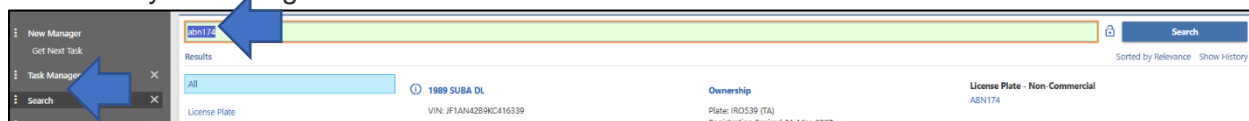
**Note:** The SOK Storefront will not have every type of special plate available on-hand. Typically, title consultants will keep a handful of common special plates at their desk:

- Oklahoma University
- Oklahoma State University
- OKC Thunder
- Pioneers of the Prairie (Bison)
- In God We Trust
- Disabled American Veterans
- Others as TC's see fit

Additional special plate types are kept in a cabinet at the Storefront; however not all plates will be available. If a customer comes in looking for a plate that is not available, the TC should get in touch with Building 16, and usually someone can run a plate over for the customer. If the customer is fine waiting for their plate to come in the mail, the TC can process the request but leave the plate and decal fields in the plate request blank. This will create a Specialty Plate case on the Ownership Account that can then be worked by the Special Plates section

Certain types of special plates, such as military multi-decorational ([See Appendix B](#)), require manager assistance to order. If working one of these transactions, process an incomplete payment at the Storefront and forward customer paperwork back to Building 16.

If the required documentation is present, proceed by pulling up the customer's **Ownership Account** by searching their vehicle information and continue with the instructions below.




**Note:** When a special plate is issued it will take the expiration date of the plate its replacing. Attention is paid when processing plate requests to ensure the customer's current plate is not in its renewal window, as the customer should renew prior to a special plate being issued to avoid the special plate's fee being charged on renewal when the customer received the plate with in the last 30 days. This rule of non-issuance in renewal window is applied across the board,

regardless of special plate type - even those which do not have plate fees - to create a uniform process in plate handling

### Background: MV Processing

1. To begin processing special plates in OneLink, start from the **Task Management** homepage and select one of the many special plates queues.



Page 1 of 1 > 52 Rows			
special			
ID	Description	Backlog	Queue
013	Messages for Special Tags	1	Messages - Special Tags
018		0	Special Plate Cases
033	Special Plate Renewal by Postcard	13	Special Tag- Form 701-50
034	Personalized License Plate Application	40	Special Tag- Form 749
035	Request to Transfer a Special Plate	0	Special Tag- Form 783-A
036	Physically Disabled	104	Special Tag- Form 750-C
037	Military Honors	10	Special Tag- Form 751-F
038	University Supporter (five character)	86	Special Tag- Form 734-A
039	OKC Thunder	0	Special Tag- Form 716-A
040	Special Tag Renewal by Email	0	Special Tag- Form 701-SR
041	In God We Trust / Don't Tread On Me / Demonstration of Support	86	Special Tag- Form 708-D
042	Motorcycle Personalized License Plate Application	49	Special Tag- Form 746
043	Military Branch of Service	10	Special Tag- Form 751-H
044	Newly Authorized Plates Application	12	Special Tag- Form 708-E
045	Vintage Decal	59	Special Tag- Form 750-B
046	Firefighter	57	Special Tag- Form 741-A
047	Pre-Numbered Fund Raising	45	Special tag- Form 710-A
048	University Support (six character split)	45	Special Tag- Form 734-C
049	Global War On Terror / Wildlife	68	Special Tag- Form 710-H
050	Purple Heart	0	Special Tag- Form 751-K
051	Law Enforcement	1	Special Tag- Form 716-L
052	Choctaw Nation Personalized	8	Special Tag- Form 750-D
053	Boy Scouts / Lions Club / 4-H Club / Patriot / Pancreatic Cancer Research	0	Special Tag- Form 710-S
054	University Supporter (six character)	2	Special Tag- Form 734-B
055	Environmental Awareness	13	Special Tag- Form 710-E
056	Chickasaw Nation Personalized	0	Special Tag- Form 750-F
057	Amateur Radio	13	Special Tag- Form 742-B

**Note:** To see only special plates queues, filter the queue page by “special.”

2. Navigate to the **Tasks** tab and select the first **Batched Work** on a working date:

Rules	Errors <sup>0</sup>	Work Groups <sup>0</sup>	Employees <sup>0</sup>	Administrators <sup>3</sup>	Tasks <sup>107</sup>	Completed	Denied <sup>0</sup>	Cross Reference
Tasks								
<div> <div> <div>&lt;</div> <div>Page 1 of 2</div> <div>&gt;</div> </div> <div>107 Rows</div> <div>Filter</div> </div>								
Type	Category	Stage	Account Type	Language	Area			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			
Batched Work	Batched Work	New	Ownership	English	None			

- From the **Batched Work** page, press the blue **Laser Fiche** hyperlink to open the customer documentation associated with the transaction, then click the **Ownership** hyperlink to open the **Ownership Account**. Verify that the customer has sent in all the required documentation for the type of special plate they are getting. If the customer is missing documentation, they may need to be sent a letter.

From the **Ownership Account**, continue with the instructions below.

Case: New

1956 CHEV TUDOR B56N103261  
Ownership IFD056  
> **Batched Work 19454651**  
Letter ID L0405081240

Attributes

Received : 13-Dec-2024  
External ID : Edit  
Description : Edit

Owner

Owner : Edit  
Priority : Medium  
Work Date : 13-Dec-2024

New

13-Dec-2024 New

Next Stage

Closed  
Letter Out Stage criteria not met

Tasks

There are no tasks.

Recent Notes

There are no recent notes.

Summary Case Summary Work Items Items Associated Items Cross Reference

Batched Work Edit Show History

MVA Vehicle Registration Card  
Document Locator Number 41271304512 Form Number Form 701-30 Laser Fiche Biennial Registration  
Amount 56.66 Received Date 13-Dec-2024 Created Date 13-Dec-2024  
Id Type LETTER ID Letter ID L0405081240

## Process Step-by-Step

1. Starting from the **Ownership Account**, select the **I Want To** button.

The screenshot displays the Ownership Account interface. It is divided into three main sections: Ownership, Registration, and Vehicle. The Ownership section shows details for a 2003 FORD F25. The Registration section shows details for a Primary Registration (PK) with a Title of 071308045006D, Plate of TA - HFB989, and a balance of 0.00. The Vehicle section shows details for a 2003 F25 with a Body Style of Tan and Owner of DONNIE SELF. Below these sections are Open Tasks and Recent Notes, both indicating no tasks or notes. At the bottom, there is a navigation bar with tabs for Vehicle, Attributes, CRM, Task, Financial, and Web. A search bar is also present. Below the navigation bar is a table of Registrations. A blue arrow points to the 'I Want To' button at the bottom right.

Type	Transaction Type	Use Type	Commence	Cease	Expire	Plate ID	Plate Type	Decal ID	Registration ID	Cease Reason	Issuing Agency
Primary Registration	Renewal	Truck, Tractor or Van - Non	08-Dec-2021	01-Feb-2023	31-Jan-2023	HFB989	Non-Commercial	23H600358	3945940		M4808

2. Select the **New Specialty Plate** hyperlink.

The screenshot shows the Specialty Registration menu. It contains four options: New Specialty Plate, New Personalized Plate, and Secondary Plate Transfer. A blue arrow points to the 'New Specialty Plate' option.

3. Verify the address on the special plate application and change if necessary.
4. Select **Email** or **Mail** for how the customer would like to receive their renewal notice.
5. Select **Miscellaneous Fees** if necessary.
6. Choose the **Plate Type** from the drop-down menu.

Activity

Attributes

Specialty / Personalized Plate

Registration

**Owner Information**

Mailing Address  
400 W MCARTHUR ST MADILL OK 73446-2843

Mailing Name  
DONNIE SELF

Mailing Name 2

How would you like your renewal notice?  
Email Mail

**Fees**

No Miscellaneous Fees Mail Plate Fee?

Mail Fee?

**Delivery**

Delivery

**Plate Type**

Plate Type  
Required

**Decal**

Decal

**Plate ID**

Plate ID

Override Duplicate Plate Id

Expiration Date

Print Cover Sheet?

Special order plate from prison

- If the plate requires qualifications, enter in qualified owners name and select the checkbox for qualifications.

Activity

Attributes

Specialty / Personalized Plate

Registration

**Owner Information**

Mailing Address  
400 W MCARTHUR ST MADILL OK 73446-2843

Mailing Name  
DONNIE SELF

Mailing Name 2

Qualified Owner  
DONNIE SLEF

How would you like your renewal notice?  
Email Mail

**Fees**

No Miscellaneous Fees Mail Plate Fee?

Mail Fee?

**Plate Type**

Plate Type  
Firefighter Pre-Numbered (FFN)

Plate requirement(s): 1. Current Fire Dept ID or certification by Retired Firefighters Association

Waive future requirement(s): Proof of retirement

**Registration (DV) Decal**

Registration (DV) Decal

**Plate ID**

Plate ID

Override Duplicate Plate Id

Expiration Date  
31-Jan-2023


Print Cover Sheet?

Special order plate from prison

- Enter the **Plate** and **Decal**. The **Expiration Date** will match the customer's primary plate. Click **Next**.

**Note:** If no plate is available in-store, the TC can leave the plate and decal boxes blank. This will create a specialty plate request case on the account, which can be picked up by a Processing Specialist.



Activity  **TMV OneLink Staging**

**Attributes**

Specialty / Personalized Plate

[Registration](#)

**Owner Information**

Mailing Address  
400 W MCARTHUR ST MADILL OK 73446-2843 Validated

Mailing Name  
DONNIE SELF Modify

Mailing Name 2

Qualified Owner  
DONNIE SELF

How would you like your renewal notice?  
☒ Email ☐ Mail

**Fees**

☐ No Miscellaneous Fees ☒ Mail Plate Fee? ☐ No Charge

**Plate Type**

Plate Type  
Firefighter Pre-Numbered (FFN)

☒ Plate requirement(s): 1. Current Fire Dept ID or certification by Retired Firefighters Association  
☐ Waive future requirement(s): Proof of retirement

**Registration (DV) Decal**  
23H226926

**Plate ID**  
FF8078

☐ Override Duplicate Plate Id  
 Expiration Date  
31-Jan-2023  
☐ Print Cover Sheet?  
☐ Special order plate from prison

**Note:** If no plate is available in-store, the TC can leave the plate and decal boxes blank. This will create a specialty plate request case on the account, which can be picked up by a Processing Specialist.


**Ownership**

2014 TOYT SXC JTKJF5C79E3082415

> **Ownership**  
 ELIZABETH GRACE ROHLOFF  
 209 W TIMBERLANE CT  
 BROKEN ARROW OK 74011-7052  
 RAG466

**Open Tasks** [View All](#)

[Specialty Plate](#)

**Vehicle** **Attributes** **CRM** **Task** **Financial** **Web** 

**Registrations** **Unpaid Registrations** **Plates** **Owners \*** **Liens** **Titles \*** **Activities**

**Registrations**

Type	Transaction Type	Use Type	Commence
<a href="#">Primary Registration</a>	Registration	Automobile	21-Feb-2025

9. Verify the special plate fees are accurate and click **Submit**.

Activity

Attributes

Specialty / Personalized Plate

Registration Fees

Group Description	Fee Description	Amount
Specialty Plate	Specialty Plate	35.00
	Mail License Plate	5.00
<b>TOTAL</b>		<b>40.00</b>

Cancel Available Inventory

10. Receipt the process.

### Wrap-Up: SOK Storefront

To return plates to the customer, simply print a registration, attach a decal, and hand it to the customer with the issued plates

After submitting the transaction and receipting the process in OneLink, the Storefront TC must take customer payment either by cash, check, or in the Credit Card Payment System.

The TC should print a receipt and keep the signed copy in their cash drawer until the end of the day. Empty decal sheets should also be kept for inventory purposes.

The TC must also print a document cover sheet and place it on top of the bundle of paperwork submitted by the customer. This stack of bundles and DCSs will be brought over to Building 16 nightly for review by the MV Supervisor. Any issues/mistakes in processing will be discussed between the MV Supervisor and TC.

After reviewing paperwork bundles for accuracy, the MV Supervisor will forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

### Wrap-Up: Mail-In

After submitting the transaction and receipting the process in OneLink, the PS should print a DCS, place it on top of the paperwork bundle, and forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

The PS should also prepare tags, registration (showing newly issued plate), and decals to be mailed to the customer in a tag-sized envelope, placed in an outgoing mail pile.

## Process #2: Renewing a Special Plate

**Purpose:** To renew a vehicle registration with a special plate.

**Background:**

The process to renew a special plate is the same as the process to renew a standard plate. See “G.09 - Vehicle Renewals” SOP for full details

### Process Step-by-Step:

1. From the **Ownership Account**, select the **Renew** button.

The screenshot displays the 'Ownership Account' interface. It is divided into three main sections: Ownership, Registration, and Vehicle. The Ownership section shows details for a 2000 TOYT CXL. The Registration section shows an 'Expires Soon' warning and details for the current registration, including Title (810001178251), Plate (TA - ABN174), and Registration (Primary Registration (AU)). The Vehicle section shows details for the 2000 CXL, including Body Style (Gold) and Owner (REBECCA L BLACK). Below these sections are 'Open Tasks' and 'Recent Notes' sections, both indicating there are no tasks or notes. At the bottom, there is a navigation bar with tabs for Vehicle, Attributes, CRM, Task, Financial, Web, and a search icon. Below the navigation bar is a table of Registrations. The table has columns for Type, Transaction Type, Use Type, Commence, Cease, Expire, Plate ID, Plate Type, Decal ID, Registration ID, Cease Reason, and Issuing Agency. The first row shows a Primary Registration for Renewal, Automobile, with a Commence date of 27-Mar-2021, Cease date of 01-Feb-2022, and Expires date of 31-Jan-2022. At the bottom right of the interface, there are two buttons: 'Renew' and 'I Want To'. A blue arrow points to the 'Renew' button.

2. Enter and validate insurance information including NAIC #, Company Name, and Policy #. If the In-office date is needed to stop a penalty from date received click the **Use In-Office** link and plug in the date received.
3. Click the **Next** button.

The screenshot displays the 'Activity' form, which is used for entering and validating insurance information. The form is divided into two main sections: Vehicle Registration and Vehicle Details. The Vehicle Registration section shows details for a 2000 TOYT CXL. The Vehicle Details section shows fields for VIN, Registration Class (AUTOMOBILE), Unladen Weight, Year, Make, Model, Body Type, Color, Laden Weight, and Fuel Type. Below these fields is the 'Insurance' section, which includes a 'Validate Insurance' button and fields for NAIC (19232), Insurance Company (ALLSTATE INSURANCE COMPANY), Policy Number (6165), and Exception. At the bottom of the form, there is a 'Delivery' section with a 'Delivery Method' dropdown. At the bottom right of the form, there is a 'Next' button. A blue arrow points to the 'Next' button.

4. Select the renewal notice option **Email** or **Mail**.

- a. **SOK Storefront:** Ask the customer their preferred method of renewal notice
  - b. **MV Processing:** Check the renewal application form to see the customer's preferred method.
5. Select the fee exception from the dropdown if applicable (See [Appendix B](#)).
6. Click the **Next** button.

Activity

Attributes

Vehicle Registration

2000 TOYT CXL

Plate Type: TA

Plate

How would you like to receive your renewal notice?

Email Mail

Plate Type

Fee Exception

Do you need a replacement plate?

No Yes

Plate Group

Standard Plate

Standard Plate Type

Non-Commercial (TA)

Are you a Citizen of a Tribe?

No Yes

Cancel Available Inventory < Next >

7. Enter the validation decal number. Make sure is the correct decal type is input for the type of special plate being renewed.
8. Click the **Next** button.

Activity

Attributes

Vehicle Registration

2000 TOYT CXL

Plate Type: TA

Plate

Registration (DV) Decal

23H226964

Non-Commercial (TA) Plate

ABN174

Expire Date

31-Jan-2023 Modify

Years Registered

23 Modify

Cancel Available Inventory < Next >

9. Select any applicable miscellaneous fees.
10. Click the **Next** button.

Activity

Attributes

**Vehicle Registration**  
2000 TOYT CKL  
Plate Type: TA  
ABN174, 1/31/2023

Miscellaneous Fees

Misc Fees

Are there Miscellaneous Fees?  
☐ No ☒ Yes

Inspection  
☐ VIN/Odometer ☐ Rebuilt ☐ On Site

Insurance and Notification  
☒ Insurance ☐ Lienholder Not. ☐ MH Cancellation

Tire Fees  
19.5" & under:  Non-auto Over 19.5":  Motorcycle:

Mail Fees  
Mail:  Mail Plate:

Other Fees  
Notary:

Printout:  Reprint:  Reprint Boat:

Cert. of Lien Release:  Copy of Lien Release:  Gen. Title History:  Cert. Title History:  Microfilm Title History:

Donation  
Organ Donor (\$):

Cancel Available Inventory < Next >

11. Verify fees correspond with submitted customer payment.

- SOK Storefront:** Verify fees to ensure no unexpected fees are charged in the renewal process and verify the total with the customer to ensure they are ready to pay that amount.
- MV Processing:** Verify the remittance received match the fees owed in OneLink.

**Note:** If customer remittance does not match the amount owed, the customer may need to be sent a letter to prompt further payment.

12. Click the **Next** button.

Activity

Attributes

**Vehicle Registration**  
2000 TOYT CKL  
Plate Type: TA  
ABN174, 1/31/2023  
Misc. Fee Total: \$3.05  
Total: \$29.05

Fees

Registration Fees		
Registration		21.00
State Public Safety Fund Fee		5.00
Miscellaneous Fees		
Insurance Verification		1.50
Mail Fee		1.55
<b>TOTAL</b>		<b>29.05</b>

FEE / TAX OVERRIDES

Override Reg Penalty:  Apply Credits / Overrides:  Use in-office date:

☐ Print a cover sheet?

Cancel Available Inventory < Next >



13. Verify address change if necessary.

14. Check the MLA/OTC (**SOK**) agent has checked ID paperwork checkbox.

15. Click the **Next** button.

Activity

Attributes

Vehicle Registration

2000 TOYT CXL

Plate Type: TA

ABN174, 1/31/2023

Misc. Fee Total: \$3.05

Total: \$29.05

Owner

Owner

Owner(s) Name

REBECCA L BLACK

Owner ID Type

Drivers License

ID Number

P082610267

ID State

Foreign ID

☒ MLA/OTC agent has checked ID paperwork

Owner Address

301 HAL MULBROW DR APT 206 NORMAN OK 73069-2415 Validated

Is this a Leased Vehicle?

No Yes

Cancel Available Inventory Next

16. Verify the registration summary, click the **Submit** button.

Activity

Attributes

Vehicle Registration

2000 TOYT CXL

Plate Type: TA

ABN174, 1/31/2023

Misc. Fee Total: \$3.05

Total: \$29.05

REBECCA L BLACK

Vehicle Registration

Vehicle ID : JT2BF22K8Y0237793

Registration Class : Automobile

Year/Make/Model : 2000 TOYT CXL

Registration : Plate: ABN174, Decal: 23H226964, Expiration: 1/31/2023

Owner Address : 301 HAL MULBROW DR APT 206 NORMAN OK 73069-2415

Total Fee : \$29.05

Cancel Available Inventory Submit

17. Receipt the process

### Wrap-Up: SOK Storefront

To return plates to the customer, print a registration (showing newly issued plate), attach a decal, and hand it to the customer with the issued plates.

After submitting the transaction and receipting the process in OneLink, the Storefront TC must take customer payment either by cash, check, or in the Credit Card Payment System.

The TC should print a receipt and keep the signed copy in their cash drawer until the end of the day. Empty decal sheets should also be kept for inventory purposes.

The TC must also print a document cover sheet and place it on top of the bundle of paperwork submitted by the customer. This stack of bundles and DCSs will be brought over to Building 16



nightly for review by the MV Supervisor. Any issues/mistakes in processing will be discussed between the MV Supervisor and TC.

After reviewing paperwork bundles for accuracy, the MV Supervisor will forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

### **Wrap-Up: Mail-In**

After submitting the transaction and receipting the process in OneLink, the PS should print a DCS, place it on top of the paperwork bundle, and forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

The PS should also prepare tags, registration (showing newly issued plate), and decals to be mailed to the customer in a tag-sized envelope and place in an outgoing mail pile.

## **Appendix**

### **Appendix A: List of Special Plates with Qualifications**

Many types of special plates require documentation verifying that the customer is a member of a group or has a certain status. This table only covers plate types that do require documentation. For a comprehensive list of plate types, [follow this link](#).

<b>Special License Plate Type</b>	<b>Required Documentation</b>
Air Force Reserve Unit Pre-Numbered (FR)	Military ID or DD214 for initial issue
Air National Guard Pre-Numbered (AG)	Military ID or DD214 for initial issue
Alpha Kappa Alpha Pre-Numbered (AKN)	Current membership card or confirmation letter from organization
Alpha Phi Alpha Pre-Numbered (APN)	Current membership card or confirmation letter from organization
Ambucs Pre-Numbered (ABN)	Current membership card or confirmation letter from organization
American Legion Pre-Numbered (ALN)	Current membership card or confirmation letter from organization
Army Reserve Unit Pre-Numbered (AR)	Military ID or DD214 for initial issue
Benevolent Protective Order Of Elks Pre-Numbered (ELN)	Current membership card or confirmation letter from organization
Bicycling Coalition Pre-Numbered (BYC)	Current membership card or confirmation letter from organization
Bronze Star Motorcycle Pre-Numbered (BSM)	DD214 or copy of certificate or award letter
Bronze Star Pre-Numbered (BS)	DD214 or copy of certificate or award letter
Certified Public Accountant Pre-Numbered (PA)	Current membership card or confirmation letter from organization



Special License Plate Type	Required Documentation
Chickasaw Physically Disabled - Duplicates Pre-Numbered (CS2)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Chickasaw plate.
Chickasaw Physically Disabled Pre-Numbered (CSD)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Chickasaw plate.
Chickasaw Physically Disabled Motorcycle Pre-Numbered (SMN)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Chickasaw plate.
Choctaw Physically Disabled - Duplicates Pre-Numbered (CT2)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Choctaw plate.
Choctaw Physically Disabled Pre-Numbered (CTD)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Choctaw plate.
Choctaw Physically Disabled Motorcycle Pre-Numbered (TMN)	Current permanent parking placard for initial issue 2. Tribal member must have acquired a standard Choctaw plate.
Civil Air Patrol Pre-Numbered (CP)	Current membership card
Civil Emergency Management Pre-Numbered (EMN)	ID card or confirmation letter from city, county, or state Civil Emergency Dept
Coast Guard Reserve Unit Pre-Numbered (CR)	Military ID or DD214
Combat Infantrymans Badge Pre-Numbered (CB)	DD214 or copy of certificate or award letter
D-Day Survivor Pre-Numbered (DD)	Letter of confirmation from OK Dept of Veterans Affairs or US Military
Delta Sigma Theta Pre-Numbered (DLN)	Current membership card or confirmation letter from organization
Deputy Sheriff Pre-Numbered (DSN)	ID Card or letter from County Sheriff's Dept.
Desert Storm Pre-Numbered (DSP)	DD214, or copy of certificate or award letter
Distinguished Flying Cross Pre-Numbered (FC)	DD214 or copy of certificate or award letter
Emergency Medical Technician Pre-Numbered (MT)	Current ID card or EMT license
Firefighter Pre-Numbered (FFN)	Current Fire Dept ID or certification by Retired Firefighters Association
Firefighter Motorcycle Pre-Numbered (FMN)	Current Fire Dept ID or certification by Retired Firefighters Association
Fraternal Order Of Police Pre-Numbered (FPN)	Current membership card or confirmation letter from organization
Fraternal Order Of Police Motorcycle Pre-Numbered (MPN)	Current membership card or confirmation letter from organization
Global War On Terror Exped Medal Pre-Numbered (GWE)	DD214 or copy of certificate or award letter
Green Beret Pre-Numbered (GBN)	DD214, or copy of certificate or award letter
Honorary Consul Pre-Numbered (HCN)	Letter from US Dept of State or from the Nation authorizing the individual to perform consular duties





Special License Plate Type	Required Documentation
Iwo Jima Pre-Numbered (IJ)	Letter of confirmation from OK Dept of Veterans Affairs or US Military
Jaycees Pre-Numbered (JC)	Current membership card or confirmation letter from organization
Joint Service Commendation Medal Pre-Numbered (JSN)	DD214 or copy of certificate or award letter
Kappa Alpha Psi Pre-Numbered (KPN)	Current membership card or confirmation letter from organization
Kiwanis International Pre-Numbered (KI)	Current membership card or confirmation letter from organization
Knights Of Columbus Pre-Numbered (KN)	Current membership card or confirmation letter from organization
Korea Defense Service Medal Pre-Numbered (KDN)	DD214 or copy of certificate or award letter
Korean War Vet 45Th Infantry Div / Thunderbird Pre-Numbered (KW)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955 in the 45th Infantry Division
Korean War Veteran Air Force Pre-Numbered (KF)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955
Korean War Veteran Army Pre-Numbered (KAN)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955
Korean War Veteran Coast Guard Pre-Numbered (KC)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955
Korean War Veteran Marine Corps Pre-Numbered (KR)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955
Korean War Veteran Navy Pre-Numbered (KO)	DD214 or Oklahoma Military Dept or Oklahoma Dept of Veterans Affairs documentation of active service between 27 June, 1950 and 31 January, 1955
Legion Of Merit Pre-Numbered (LM)	DD214 or copy of certificate or award letter
Marine Combat Action Ribbon Pre-Numbered (RCM)	DD214 or copy of certificate or award letter for initial issue
Marine Reserve Unit Pre-Numbered (RR)	Military ID or DD214
Masonic Fraternity Pre-Numbered (MS)	Current membership card or confirmation letter from organization
Merchant Marine Pre-Numbered (MMN)	Oklahoma Dept of Veterans Affairs certification of service during wartime
Missing In Action Pre-Numbered (MI)	DD214 or letter of confirmation from OK Dept of Veterans Affairs 2. Marriage certificate or birth certificate indicating that the applicant is the spouse or parent of the missing service person



Special License Plate Type	Required Documentation
Navy Combat Action Ribbon Pre-Numbered (RCA)	DD214 or copy of certificate or award letter for initial issue
Navy Reserve Unit Pre-Numbered (OR)	Military ID or DD214
Navy Seabees and Civil Engineer Corps Pre-Numbered (SEA)	Military ID or DD214 or confirmation letter from organization for initial issue
Ninety-Nines Pre-Numbered (NN)	Current membership card or confirmation letter from organization
OK City Bombing Victims & Survivors (OB)	Completion of affidavit of survivorship 2. Certification by employing agency or health department
OK Military Academy Alumni Pre-Numbered (OM)	Proof of alumnus status
OK Mustang Club Pre-Numbered (MCN)	Current membership card or confirmation letter from organization
OK National Guard Pre-Numbered (N)	Military ID or DD214
OK Realtor Association Pre-Numbered (RAN)	Current membership card or confirmation letter from organization
Oklahoma Submarine Veterans Pre-Numbered (OSV)	DD214 or confirmation letter from organization for initial issue
Omega Psi Phi Pre-Numbered (OPN)	Current membership card or confirmation letter from organization
Operation Enduring Freedom Pre-Numbered (OEN)	DD214 or copy of certificate or award letter
Operation Iraqi Freedom Pre-Numbered (IFN)	DD214 or copy of certificate or award letter
Order Of The Eastern Star Pre-Numbered (ES)	Current membership card or confirmation letter from organization
Pearl Harbor Survivor Pre-Numbered (S)	Letter of confirmation from OK Dept of Veterans Affairs or US Military
Physically Disabled - Duplicates Pre-Numbered (D2)	Current permanent parking placard
Physically Disabled Motorcycle Pre-Numbered (DMN)	Current permanent parking placard
Physically Disabled Pre-Numbered (D)	Current permanent parking placard
Police Chaplain Pre-Numbered (PC)	Certification by International Conference of Police Chaplains or ID
Police Officer Motorcycle Pre-Numbered (PMN)	Current ID or letter from chief of the department or letter from Oklahoma Police Pension and Retirement Board or CLEET certification
Police Officer Pre-Numbered (PON)	Current ID or letter from chief of the department or letter from Oklahoma Police Pension and Retirement Board or CLEET certification
Purple Heart Motorcycle Pre-Numbered (PM)	DD214 or copy of certificate or award letter
Purple Heart Pre-Numbered (P)	DD214 or copy of certificate or award letter
Red Cross Volunteer Pre-Numbered (RC)	Current membership card or confirmation letter from organization
Retired Highway Patrol Pre-Numbered (HPN)	OHP retirement ID or certification letter



Special License Plate Type	Required Documentation
Rotarian Club Pre-Numbered (RON)	Current membership card or confirmation letter from organization
Silver Star Pre-Numbered (SS)	DD214 or copy of certificate or award letter
Somalia Combat Veteran Pre-Numbered (SC)	DD214 or copy of certificate or award letter
Special Forces Pre-Numbered (FPR)	DD214, or copy of certificate or award letter
US Air Force Academy Alumni Pre-Numbered (AAN)	Transcript or DD214
US Air Force Association Pre-Numbered (FA)	Current membership card or confirmation letter from organization
US Air Force Distng Service Medal Pre-Numbered (DF)	DD214 or copy of certificate or award letter
US Air Force Motorcycle Pre-Numbered (FVM)	Military ID or DD214 for initial issue
US Air Force Pre-Numbered (FVN)	Military ID or DD214 for initial issue
US Air Force Retired Pre-Numbered (FRN)	Military ID or DD214 indicating retired
US Army Distng Service Medal Pre-Numbered (DA)	DD214 or copy of certificate or award letter for initial issue
US Army Motorcycle Pre-Numbered (AVM)	Military ID or DD214 for initial issue
US Army Pre-Numbered (AVN)	Military ID or DD214 for initial issue
US Army Retired Pre-Numbered (ARN)	Military ID or DD214 indicating retired
US Coast Guard Distng Service Medal Pre-Numbered (CD)	DD214 or copy of certificate or award letter
US Coast Guard Motorcycle Pre-Numbered (CVM)	Military ID or DD214
US Coast Guard Pre-Numbered (CVN)	Military ID or DD214
US Coast Guard Retired Pre-Numbered (CRN)	Military ID or DD214 indicating retired
US Marine Distng Service Medal Pre-Numbered (RD)	DD214 or copy of certificate or award letter
US Marine Motorcycle Pre-Numbered (RVM)	Military ID or DD214
US Marine Retired Pre-Numbered (RRN)	Military ID or DD214 indicating retired
US Marines Pre-Numbered (RVN)	Military ID or DD214
US Navy Distng Service Medal Pre-Numbered (DO)	DD214, or copy of certificate or award letter
US Navy Motorcycle Pre-Numbered (OVM)	Military ID or DD214
US Navy Pre-Numbered (OVN)	Military ID or DD214
US Navy Retired Pre-Numbered (ORN)	Military ID or DD214 indicating retired
Vietnam Veteran Motorcycle Pre-Numbered (VMN)	DD214 or copy of certificate or award letter
Vietnam Veteran Pre-Numbered (VN)	DD214 or copy of certificate or award letter
WW II Veteran 45Th Infantry Div / Thunderbird Pre-Numbered (WW)	DD214 or certification from the OK Dept of Veterans Affairs
WW II Veteran Army Pre-Numbered (WA)	DD214 or certification from the OK Dept of Veterans Affairs



Special License Plate Type	Required Documentation
WW II Veteran Coast Guard Pre-Numbered (WC)	DD214 or certification from the OK Dept of Veterans Affairs
WW II Veteran Marine Corps Pre-Numbered (WR)	DD214 or certification from the OK Dept of Veterans Affairs
WW II Veteran Navy Pre-Numbered (WO)	DD214 or certification from the OK Dept of Veterans Affairs
WW II Veteran Us Army Air Corps Pre-Numbered (WF)	DD214 or certification from the OK Dept of Veterans Affairs
Zeta Phi Beta/Beta Sigma Pre-Numbered (ZPN)	Current membership card or confirmation letter from organization

## Appendix B: Special Plates with Special Rules

### Vintage Decals

Customers can apply for vintage plate decals using form [750-B](#).

These decals are issued to an expired official Oklahoma license plate that is at least 21 years old. Plates must match the color of the plate's original issue color for that year (found on J drive)

Plates numbered with five or six numeric characters, or alphanumeric combinations of three letters and three numbers or three numbers and three letters will NOT be issued. These combinations conflict with current plate numbering formats. We will also not issue a vintage decal if the requested plate number is already in use in the system on another plate.

### Multi-Decorational

To order a plate that has multiple medals on the plate, the batched work will need to be assigned to either the Lead or Supervisor to order.

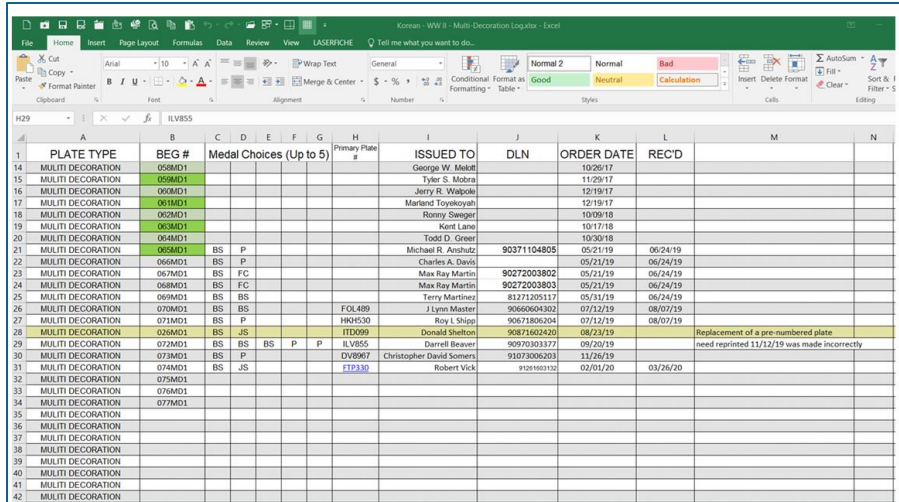
First order the plate in OneLink. To do this, follow the Order a Personalized Plate instruction. While ordering, add the codes for the medals in the boxes.

After this, receipt the transaction and then, from the case, skip the ordering process. Then email Supply (MVSUPPLYCOORRESPONDENCE@SERVICE.OK.GOV) the details (plate type and medals) of the plate so they can order it from the tag plant.

If this is a pre-numbered plate, the spreadsheet that shows the next plate to issue is in the J-Drive:

- J drive- Accounting-Inventory and Ordering Logs – Korean – WWII- Multi-Decoration Log.

Add all the information to the spreadsheet.



## References

1. [Special Plates Catalog](#)
2. [CSLP Creating Special License Plate Packet](#)
3. List of Forms Relevant to Special Plates:
  - [708-A - NASCAR® License Plate Application](#)
  - [708-C - Application for Fraternity/Sorority/High School License Plates](#)
  - [708-D - Application for "Demonstration of Support Affiliation" License Plates](#)
  - [708-E - Special License Plate Application](#)
  - [708-F - Application for Sons of the American Revolution License Plates](#)
  - [708-S - Application for Original State Flag License Plate](#)
  - [710-A - Special License Plate Application for Pre-Numbered Fund Raising Plates](#)
  - [710-B - Animal Friendly License Plate Application](#)
  - [710-D - Special License Plate Application for Emergency Medical Technician License Plate](#)
  - [710-E - Environmental Awareness License Plate Application](#)
  - [710-G - Fund Raising Special License Plate Prenumbered/Personalized with Required Documentation](#)
  - [710-H - Personalized License Plate Application for Pre-Numbered/Personalized Fund Raising](#)
  - [710-J - Special License Plate Application for Pre-Numbered or Personalized Fund Raising Plates](#)



- [710-T - Support the Tulsa Zoo License Plate Application \(Six Character Split Plates\)](#)
- [716-A - Application for Oklahoma City Thunder License Plate](#)
- [716-L - Application for Special License Plates For Law Enforcement](#)
- [716-O - Application for Retired Highway Patrol License Plates](#)
- [716-P - Oklahoma Mustang Club Special License Plate Application](#)
- [716-T - Special License Plate Application for Fund Raising Plates for Schools \(Except Colleges\)](#)
- [716-U - Ducks Unlimited Special License Plate Application](#)
- [734-A - University Supporter License Plate Application \(Five Character Plates\)](#)
- [734-B - University Supporter License Plate Application \(Six Character Plates\)](#)
- [734-C - University Supporter License Plate Application \(Six Character Split Plates\)](#)
- [741-A - Application for Firefighter License Plates](#)
- [742 - Special License Plate Application for Service Organizations](#)
- [742-A - Oklahoma City Bombing Victims and Survivors License Plate Application](#)
- [742-B - Amateur Radio License Plate Application](#)
- [742-G - Gold Star Family, Surviving Spouse, and Survivor License Plate Application](#)
- [748-B - Municipal Official License Plate Application](#)
- [750-A - Application for Vintage Vehicle](#)
- [750-B - Vintage Decal Application](#)
- [750-D - Choctaw Nation Personalized License Plate Application \(Not for Motorcycles\)](#)
- [750-F - Chickasaw Nation Personalized License Plate Application \(Not for motorcycles\)](#)
- [750-E - Choctaw Nation Physically Disabled License Plate Application](#)
- [750-G - Chickasaw Nation Physically Disabled License Plate Application](#)
- [759 - Indian Tribal License Plate Application](#)
- [763 - Application for a Classic Vehicle License Plate](#)
- [782 -In-Transit License Plate Application](#)
- [796-D - Charitable Organization Demonstration License Plate Application](#)