

WASHINGTON, DC



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WILLIAM & MARY

# Petition Instructions

- **Digitally sign the petition below using any of the following options:**

**DocuSign**  
**Adobe Fill & Sign**  
**Print the file, sign and take a picture.**

- **Email the signed form to [licensing@wm.edu](mailto:licensing@wm.edu)**

## *WHAT HAPPENS NEXT?*

Once the required number of signatures are collected, the application packet will be submitted to the DC DMV for review. This could take several months.

After the application is approved, you will receive an authorization letter from William & Mary authorizing you to apply for the plates.

Individuals applying for organization tags must visit the DC DMV and provide the following:

- Authorization letter from the organization stating that you qualify to receive the organizational tags
- Proof of Insurance (if changed)
- One Time Application Fee (\$100 plus a \$25 Tag Replacement fee)
- Valid Identification of the Registered Owner(s)
  - Valid DC driver license
  - Valid DC Learner permit
  - Valid DC Identification card



## MEMBERS INFORMATION LIST

**Name of Organization:** William & Mary in Williamsburg, VA

As a member of the Organization, I am applying for an organizational tag under the organization's name. I understand a one time \$100.00 member application fee is due at the time I pickup the tags. I understand that I must surrender the organizational tag upon demand by the above named organization to the District of Columbia Department of Motor Vehicles. I also understand that failure to comply with this agreement once it is signed will result in action against my vehicle registration.

ORGANIZATION MEMBER NAME	DC ADDRESS	SIGNATURE
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