



## Special Group Recognition Plates Application Checklist

A Special Group Recognition plate is a way to promote your organization while using the revenue to improve services provided or special projects. An organization seeking initial participation in the Special Group Recognition (SGR) license plate program must submit a completed application including required documentation to the **BMV on or before end of business hours on April 1** for potential issuance in the following year. Additional information can be found on IN.gov/BMV under [Registration & Plates: Applications for New Special Group Recognition License Plates](#).

When submitting paperwork, include the following:

- ☐ **Special Group Recognition License Plate Application** – [State Form 54852](#)
  - The applicant information must be filled out completely.
- ☐ **Evidential Attachment A:** As detailed on the application this would be evidence of governance by a board of directors consisting of at least 5 members, a majority of whom are outside directors as well as evidence that they meet semiannually to establish policy.
- ☐ **Evidential Attachment B:**
  - The ethics statement of your organization;
  - The bylaws and constitution of your organization; and
  - Your organization's Articles of Incorporation as a tax exempt entity under Section 501C.
- ☐ **Evidential Attachment C:** Copies of the organization's last three (3) consecutive annual reports, and copies of the last three annual audits. The statement regarding the generally accepted auditing standards or government auditing standards must appear in the audit reports. These should all be within the past three years.
- ☐ **Evidential Attachment D:** Evidence of appropriate use of resources and compliance with federal and state laws, including evidence of appropriate management and internal controls in order to ensure: compliance with law; that finances are used in compliance with the purpose statement of the special group; and maintenance as an entity that is exempt from taxation under Section 501 (c ) of the Internal Revenue Code.
- ☐ **Evidential Attachment E:** Evidence of the transparency of financial and operational activities to include the availability of current financial statements that must be made available at any time upon the request of the BMV or a donor to the special group.
- ☐ **Evidential Attachment F:** Evidence of internal control to prevent conflict of interest by board members and employees.
- ☐ **Evidential Attachment G:** A copy of a *certified* motion passed by the board of directors of the special group requesting that the special group recognition license plate be issued by the BMV and stating the designated use of any annual fee to be collected by the BMV. This must be signed by a board member, must indicate motion passed and state the intended use of the funds generated by the plate.
- ☐ **Evidential Attachment H:** Evidence of statewide public benefit from the special group.
- ☐ **Evidential Attachment I:** Evidence of statewide public benefit from the use of the annual fee collected by the BMV.
- ☐ **Evidential Attachment J:** Evidence that the special group's use of the the annual fee to

be collected by the BMV and the organizational purpose statement of the special group conform with at least one (check as many as apply) of the categories stated on the application.

- ☐ **Evidential Attachment K:** Evidence that the organization has prohibitions and internal controls prohibiting advocacy of the following: Violation of federal or state law, violation of generally accepted ethical standards or societal behavioral standards, and individual political candidates.
- ☐ **Petition for Participation in the Special Group Recognition License Plate Program** – [State Form 55352](#): You must have at least 500 signatures from Indiana residents who pledge to purchase the Special Group plate should you be accepted into the program. The signatures must include a complete Indiana address, no P.O. Boxes are accepted. Incomplete or duplicate signatures will not be counted as part of the total. Please do not send 500 individual signed petitions.

For your convenience, the required forms are hyperlinked. You may also use the [following cover pages](#) for each evidential attachment to assist with organization.

Once you have completed your application requirements you may email, mail or hand deliver one original application with the required documentation to:

Mail or hand deliver to: Bureau of Motor Vehicles    Email: [registrations@bmv.in.gov](mailto:registrations@bmv.in.gov)  
100 North Senate Avenue  
Room N483  
Indianapolis, IN 46204

Applications will be accepted at any time. Complete applications received before 4/1 will be considered for potential issuance the following year.

## **Evidential Attachment A**

As detailed on the application this would be evidence of governance by a board of directors consisting of at least 5 members, a majority of whom are outside directors as well as evidence that they meet semiannually to establish policy.

## **Evidential Attachment B**

- The ethics statement of your organization;
- The bylaws and constitution of your organization;
- Your organization's Articles of Incorporation as a tax exempt entity under Section 501C.

## **Evidential Attachment C**

Copies of the organization's last three (3) consecutive annual reports, and copies of the last three annual audits. The statement regarding the generally accepted auditing standards or government auditing standards must appear in the audit reports. These should all be within the past three years.

## **Evidential Attachment D**

Evidence of appropriate use of resources and compliance with federal and state laws, including evidence of appropriate management and internal controls in order to ensure: compliance with law; that finances are used in compliance with the purpose statement of the special group; and maintenance as an entity that is exempt from taxation under Section 501 (c ) of the Internal Revenue Code.

## **Evidential Attachment E**

Evidence of the transparency of financial and operational activities to include the availability of current financial statements that must be made available at any time upon the request of the BMV or a donor to the special group.

# **Evidential Attachment F**

Evidence of internal control to prevent conflict of interest by board members and employees.



## **Evidential Attachment G**

A copy of a ***certified*** motion passed by the board of directors of the special group requesting that the special group recognition license plate be issued by the BMV and stating the designated use of any annual fee to be collected by the BMV. This must be signed by a board member, must indicate motion passed and state the intended use of the funds generated by the plate.

# **Evidential Attachment H**

Evidence of statewide public benefit from the special group.

# **Evidential Attachment I**

Evidence of statewide public benefit from the use of the annual fee collected by the BMV.

## **Evidential Attachment J**

Evidence that the special group's use of the annual fee to be collected by the BMV and the organizational purpose statement of the special group conform with at least one (check as many as apply) of the categories stated on the application.

## **Evidential Attachment K**

Evidence that the organization has prohibitions and internal controls prohibiting advocacy of the following:  
Violation of federal or state law, violation of generally accepted ethical standards or societal behavioral standards, and individual political candidates.

# **Petitions**