

# EXEMPT REGISTRATION, PERSONALIZED DEALER, AND QUALIFYING SPECIALTY LICENSE PLATE APPLICATION ASSEMBLY PROCEDURES AND MAILING INSTRUCTIONS

The following assembly and mailing instructions apply to exempt registration, personalized dealer, and qualifying specialty license plate applications. These applications and proof of eligibility documents (if required) must be mailed to the department's imaging vendor, OpenText.

## Applications and Proof of Eligibility Documents (if required) Submitted for Imaging

- Applications for exempt registration: Forms VTR-62-A, VTR-62-BUS, VTR-62-EMS, VTR-62-F, and VTR-119. *Note:* The Form VTR-62-BUS should be attached to the Form VTR-62-A and not submitted separately.
- Applications for Military and Disabled Veteran specialty license plates: Forms VTR-139, VTR-420, VTR-422, VTR-424, and VTR-615.
- Applications for Firefighter and Emergency Medical Services Personnel specialty license plates: Forms VTR-310, VTR-311, and VTR-312.
- *Application for Dealer Personalized License Plates* (Form VTR-35).
- *Application for Mobile Amateur Radio Operator License Plates* (Form VTR-53).
- *Application for Antique License Plates* (Form VTR-54) (unless the customer applied to display a previously-issued license plates (old plate antique).
- *Application for the Star of Texas Award License Plates* (Form VTR-101).
- *Application for Former Military Vehicle License Plates* (VTR-135) (unless the vehicle displays a stencil in lieu of a license plate).
- *Application for Log Loader License Plates* (Form VTR-209).
- *Application for Deaf Driver Awareness Specialty License Plates* (Form VTR-215).
- *Application for Peace Officer License Plates* (Form VTR-406).
- *Application for Organizational Membership License Plates* (Form VTR-415).
- *Application for Gold Star License Plates* (Form VTR-423).
- *Application for Surviving Spouse of a Veteran License Plates* (Form VTR-425).
- *Application for Texas Constable License Plates* (Form VTR-426).
- *Application for Texas Agricultural (Go Texan) License Plates* (Form VTR-810).
- *Application for Classic License Plates* (Form VTR-850).

## Reminders

- When issuing a subsequent set of qualifying specialty license plates, a Registration and Title System (RTS) Inquiry Receipt or a RTS screen shot showing the motor vehicle record with the first set must be included with the application.
- If the motor vehicle is in a different name from that of the applicant, an affidavit explaining the circumstance must be included with the application.
- If the applicant recently applied for title, a copy of the title application receipt must be included with the application.
- If the vehicle is leased, a copy of the lease agreement must be included with the application.

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## Assembly

Documents for each application must be submitted on a full standard 8 ½" x 11" sheet of paper, secured with a single staple one inch from the top left corner, and assembled in the following order:

1. Barcode Page
2. Application
3. Proof of Eligibility Documentation, if applicable.
4. RTS Receipts
  - Special Plate Application (Manufacture) Receipt (for personalized dealer license plates and qualifying specialty license plates)
  - RTS Transaction Receipt

## Mailing Instructions

Mail applications in an 8 ½" x 11" specially marked envelope or under a colored coversheet to OpenText at the address below.

OpenText  
4210 IH35 Frontage Road  
Suite 224 Building 2  
San Antonio, TX 78218

## Applications and Documents Not Submitted for Imaging

- The *Application for Farm Trailer/Semitrailer, Farm Truck, or Farm Truck Tractor License Plates* (Form VTR-52-A) must be retained by the county.
- The *Application for Persons with Disabilities Parking Placard and/or License Plates* (Form VTR-214) must be retained by the county.
- The *Transfer of Military Veteran License Plates* (Form VTR-420-UT) form may be returned to the dealer or attach the form to the title application paperwork.
- The *License Plate Transfer Form* (Form VTR-904) may be returned to the dealer or retained by the county.