



# SPECIAL GROUP RECOGNITION LICENSE PLATE APPLICATION

State Form 54852 (R4 / 12-24)  
INDIANA BUREAU OF MOTOR VEHICLES

**BUREAU OF MOTOR VEHICLES**  
100 North Senate Avenue, N483  
Indianapolis, IN 46204

The legal authority for this form is IC 9-18.5-12.

### INSTRUCTIONS:

1. Complete in blue or black ink or print application. All sections must be completed, and attachments must be provided with the application.
2. Mail or hand deliver one (1) original application with the requested documentation to 100 North Senate Avenue, Room N483, Indianapolis, IN 46204.
3. Applications must be received by the Indiana Bureau of Motor Vehicles (BMV) on or before 3 pm ET April 1. Application is for plate issuance the following registration year.
4. The BMV and the License Plate Committee shall review the application in accordance with IC 9-18.5-12. Applicants shall be informed by the BMV of acceptance or non-acceptance.
5. Refer to [www.myBMV.com](http://www.myBMV.com) for contact information if you have questions about this application.

APPLICANT INFORMATION			
Name of Organization			
Organization Address (number and street)		City	State ZIP Code
Organization Application Contact Name	Contact Telephone Number	Contact E-mail Address	
Name of Resident Agent	Resident Agent Telephone Number	Resident Agent E-mail Address	
Resident Agent Address (number and street)		City	State ZIP Code

### EVIDENTIAL PROOFS

The following proofs of qualification must be attached and labeled accordingly. **All are required:**

1. Evidence of governance by a board of directors consisting of at least five (5) members, a majority of whom are outside directors, who meet at least semiannually to establish policy for the special group and review the accomplishments of the special group. **(Special Group Recognition (SGR) Application Evidential Attachment A)**
2. A copy of the organization's **(SGR Application Evidential Attachment B)**:
  - ethics statement;
  - constitution and bylaws; and
  - Articles of Incorporation as an entity that is exempt from federal income taxation under Section 501(c) of the Internal Revenue Code.
3. Copies of the organization's last three (3) consecutive annual reports and the annual generally accepted auditing standards or government auditing standards audits. **(SGR Application Evidential Attachment C)**
4. 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. **(SGR Application Evidential Attachment D)**
5. Evidence of transparency of financial and operational activities to include 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. **(SGR Application Evidential Attachment E)**
6. Evidence of internal controls to prevent conflict of interest by board members and employees. **(SGR Application Evidential Attachment F)**
7. 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. **(SGR Application Evidential Attachment G)**

8. Evidence of statewide public benefit from the special group. **(SGR Application Evidential Attachment H)**
9. Evidence of statewide public benefit from the use of the annual fee collected by the BMV. **(SGR Application Evidential Attachment I)**
10. 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 (1) of the following categories: **(SGR Application Evidential Attachment J)** (*Applicant must check all under which they are applying.*)
- Direct health care or medical research.
  - Fraternal or service organizations.
  - Government and quasi-government. For purposes of this clause, an organization that designates the use of the fees collected for deposit in the capital projects fund established by IC 9-18.5-28-5(a) is considered to have a quasi-government purpose.
  - Military and veterans' affairs.
  - Public and transportation safety.
  - A state educational institution (as defined in IC 21-7-13-32) or an approved postsecondary educational institution (as defined in IC 21-7-13-6) for scholarships for Indiana residents.
  - Agriculture, animals, and environment.
11. 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. **(SGR Application Evidential Attachment K)**

**ORGANIZATION STATEMENTS**

Statement of the organization's intended use of the funds to be collected by the BMV.

I swear or affirm, as an authorized officer of the organization, that all the information and materials contained in this application are accurate and complete.

Signature

Printed Name

Date Signed (*mm/dd/yyyy*)