

**Barter Theatre Specialty Plate - INSTRUCTIONS FOR COMPLETING THE PRE-ORDER FORM**  
**DO NOT SUBMIT YOUR APPLICATION ON THIS INSTRUCTION FORM**



VSA 10D (07-27-2017)

**LICENSE PLATE DEVELOPMENT  
PREORDER REQUEST**

**PURPOSE:** Customers use this form to pre-order license plates in development.  
**INSTRUCTIONS:** Carefully review Section 1. Complete Sections 2 through 4 and submit with the appropriate payment to the License Plate Sponsor in Section 1.

IMPORTANT INFORMATION			
License plate development should be complete within 9 months after the license plate sponsor, in Section 1, submits the preorder applications, payment, and official design to DMV.			
SECTION 1. LICENSE PLATE SPONSOR		SPONSOR INFO	DMV USE
Submit application and fees to: Barter Theatre ATTENTION: Bill Hartley, Advancement Officer P.O. Box 897 Abingdon, VA 24212 CONTACT PHONE: (276) 619-3314 ♦ EMAIL: grants@bartertheatre.com			
Make check/money order payable to: Barter Theatre			
LICENSE PLATE CERTIFICATION REQUIREMENTS (if applicable)	PLATE NAME	PROPOSED PLATE DESIGN	
None	Barter Theatre		
NON PERSONALIZED PLATE COST: \$25.00	PERSONALIZED PLATE COST: \$35.00		
SECTION 2. VEHICLE REGISTRATION INFORMATION			
Enter ONE of the following:	LAST 4 DIGITS OF VEHICLE IDENTIFICATION NUMBER (VIN)	OR	VEHICLE TITLE NUMBER
OWNER'S FULL LEGAL NAME (last, first, mi, suffix) OR BUSINESS NAME (if business owned)		TELEPHONE NUMBER	
CO-OWNER'S FULL LEGAL NAME (last, first, mi, suffix)		TELEPHONE NUMBER	
OWNER'S RESIDENCE/HOME/BUSINESS ADDRESS (Apt # if applicable)	CITY	STATE	ZIP CODE
SECTION 3. LICENSE PLATE INFORMATION			
CURRENT PLATE NUMBER	EXPIRATION DATE (mm/dd/yyyy)	PLATE TYPE (see your vehicle registration)	IS THIS A DISABLED PLATE? <input type="checkbox"/> YES <input type="checkbox"/> NO
(check one)			
A. <input type="checkbox"/> TRANSFER MY EXISTING LICENSE PLATE NUMBER (Annual personalized plate fees apply)			
B. <input type="checkbox"/> NEW PERSONALIZED LICENSE PLATE NUMBER (Annual personalized plate fees apply)			
1st	2nd	3rd	4th
C. <input type="checkbox"/> DO NOT PERSONALIZE (Standard number will be issued)			
NOTE: Please review DMV's guidelines regarding personalized plates on page 2 of this form			
SECTION 4. CERTIFICATION			
I/We certify that (check one):			
<input type="checkbox"/> This vehicle is insured by a liability policy issued through an insurance company licensed to do business in Virginia and it will remain insured while registered, whether or not it is operated. Penalties are severe for violation of this requirement.			
<input type="checkbox"/> This vehicle is not insured. I have either paid the applicable uninsured motor vehicle fee for the vehicle for the requested registration period or I understand that DMV will require me to pay the fee prior to the processing of this Preorder Request. (This fee provides no insurance coverage.) A vehicle must be insured with liability coverage when it is registered, and it must remain insured while registered, whether or not it is operated, or the uninsured motor vehicle fee must be paid. Penalties are severe for violation of this requirement.			
I/We further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/We make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.			
For a corporation, an authorized representative must sign.			
VEHICLE OWNER SIGNATURE			DATE (mm/dd/yyyy)
VEHICLE OWNER SIGNATURE			DATE (mm/dd/yyyy)

**Step 1:**  
Complete this section.

**Step 2:**  
Complete this part of Section 3. Your expiration date and plate type are on your vehicle registration.

**Step 3 (This part of Section 3 is for personalized plates only):**  
See instructions below.

**Step 4:**  
Complete this section.

**STEP 3 INSTRUCTIONS - IF YOU DO NOT WANT TO KEEP OR GET A PERSONALIZED PLATE, SKIP STEP 3.**

**Step 3:**  
Because the logo takes up one space, the maximum number of characters available on a Barter Theatre specialty plate is 6, or 5 if your personalized plate will also be a disabled plate.

**IF YOU HAVE A PERSONALIZED PLATE YOU WANT TO TRANSFER:**

- I have a personalized plate with no more than 6 characters that I want to keep and it is **not** a disabled plate – Check the box that says “TRANSFER MY EXISTING LICENSE PLATE NUMBER.”
- I have a personalized plate with no more than 5 characters that I want to keep and it **is** a disabled plate – Check the boxes that say “TRANSFER MY EXISTING LICENSE PLATE NUMBER” and “I HAVE A DISABLED PLATE.”

**IF YOU DO NOT HAVE A PERSONALIZED PLATE BUT WANT TO GET ONE:**

- I want to get a personalized plate that is **not** a disabled plate – Enter your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> choices (maximum of 6 characters) for a personalized plate in the boxes provided.
- I want to get a personalized plate that **is** a disabled plate – Enter your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> choices (maximum of 5 characters) for a personalized plate in the boxes provided. Also check the box that says “I HAVE A DISABLED PLATE.”

**Step 5:**  
Mail the completed form and a check (\$25 for a standard plate, \$35 for a personalized plate) made payable to Barter Theatre:

Barter Theatre  
Attn: Bill Hartley  
P.O. Box 867  
Abingdon, VA 24212

**Step 6:**  
To confirm receipt of your license plate pre-order, call Barter Theatre at (276) 619-3374 or email grants@bartertheatre.com.