

**Wyoming License Plate
2nd Cycle Renewal and New Order Process
October 3, 2016**

Background:

Every 8 years the background of our Wyoming license plates change and every plate needs to be re-printed. New UW plates on a gold background are being issued in 2017.

Renewal Process:

1. About 2 months before expiration date, the DOT will mail a post card to current UW license plate holders. The first cards will be mailed during the 2nd week of October 2016
2. The online re-order system becomes live on October 1, 2016
3. Those with brown plates who renew have the first right to their current plate #.
4. In general, order and pay for your plate 60 days before your current plate expires to allow sufficient time for the plates to be mailed to the County Treasurer listed on the plate.
 - a. Plates will be mailed to the county listed on the plate. If the owner lives in a different county than the county on the plate, they are responsible for making arrangements for pick-up/delivery of plates. The customer can check the order status on line to learn when the plate is at the county office.
 - b. If the owner does not renew plates by December 31, 2017, the plate number will be released to the public and may be purchased by someone else.
 - c. UW Passenger/Truck plates now include the "A" plate type code after the county number.
5. Owners may re-order their plate in one of two ways:
 - a. **Preferred:** Online with a credit card or check/money order payment
 - Log on to <https://jweb.dot.state.wy.us/SpecialtyPlates/>
 - Click the "Re-order a Specialty Plate" option.
 - Enter your PIN and License Plate to submit order
 - Update your personal and/or vehicle information if it has changed
 - On the Order confirmation screen, click the button "Pay with Credit Card" and follow directions. (Note: there is a \$2.50 processing fee for credit card transactions.
 - You will receive your current plate number. Should you desire a new number, you will have to submit a new order (see process below)
 - **Note: The online fields auto-populate for those with PIN #'s (There is no PIN for new orders)**
 - b. Through mail with a check or money order
 - Detach the post card and mail to WYDOT. along with a check or money order for \$130 payable to the WYDOT. If you would like an embossed plate, include an additional check for \$50 in your payment. If any of your name/ address/vehicle info has changed, please line through and write the correct information.

New Orders:

1. Owners may order new plates in one of two ways:
 - b. **Preferred:** Online with a credit card or check/money order payment
 - Log on to <https://jweb.dot.state.wy.us/SpecialtyPlates/>
 - Click the University of Wyoming option.
 - Insert your personal and vehicle information.
 - On the Order confirmation screen, click the button “Pay with Credit Card” and follow directions. (Note: there is a \$2.50 processing fee for credit card transactions, so the total is \$132.50 or \$182.50 for embossed plates.)
 - If you want to pay with a check or money order, print the receipt and mail the check to the UW Alumni Association.
 - The order is then forwarded to WYDOT who will notify the county office and send the plate there.
 - The owner is responsible for making arrangements for pick-up/delivery of plates.
 - Note: The online fields auto-populate for those with PIN #'s
2. Through mail with a check or money order to UWAA
 - The UWAA Business Manager processes the application by entering into the online ordering system. The payment is entered online. If check is made payable to UWAA, we deposit in our account. If made payable to WYDOT, we mail to WYDOT for payment processing. If you would like an embossed plate, send an additional \$50.
 - The order comes to UWAA Business Manager and she approves and assigns the plate number. The UWAA Business Manager has access to the screen with reserved and available numbers (i.e. the plates are in inventory).
3. Special Situations
 - If someone has a plate expiring in 2017 but would like to get the gold plate now, they may go to county office and prepay 2018 registration and then order the gold plate and receive it immediately. They will order the gold plate, but before the county will issue the plate, they must pay enough extra months of registration to have a 2018 expiration date. (There is no need to prepay registration until the gold plate is picked up from the county.)
4. Brown Plates (renewal or new) are still available through December 31, 2016
 - a. If plate expires from October 1, 2016 – December 31, 16, the customer is eligible to renew or order a new brown plate subject to conditions b. and c.
 - b. Must complete paper application and note on the application form “Brown Plate order and pay by check in the UWAA offices
 - c. If you order a brown plate during this period, you will need to get a new gold plate in 2017 which will require another \$130 fee good for eight years.
 - d. May register only through 2017 only and cannot order Brown plate if the customer wants to pre-register through 2018

5. Other

- a. Plates are printed in groups of 100
- b. For post cards returned with incorrect addresses WYDOT will send those to UWAA for correction in system.
- c. Customers may reserve plate #'s in advance. They will be entered into the system and the UWAA Business Manager can assign once the plates are printed.