



Secretary of State
Specialty License Universal Decals
Request and Guidelines

Secretary of State
Vehicle Services Department
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ilsos.gov

Specialty universal decals are authorized by Illinois statute with the primary goal of raising funds for a specific organization(s). The decals are available to the public and are not awarded based on specific qualifying criteria. The Secretary of State's office will begin production of a new specialty decal category after receiving 2,000 requests for the decal. A non-refundable specialty license decals fee must accompany each plate request. The fee will be deposited into the special fund as designated by statute, regardless of whether or not the decals are produced. Design of the decal may be submitted by the requesting organization but ultimately is at the discretion of the Office of the Secretary of State. Please see sample on reverse, as well as the administrative rule for Universal Plate Decal guidelines.

Guidelines for Universal Decal Design and Artwork Preparation

- A standard license plate is 12" x 6" and the artwork area is 2 1/8" x 3" for standard plates and 1" wide x 1 1/2" high for motorcycle plates.
- Artwork may include colors using the Pantone Matching System (PMS); however, exact color matching is not guaranteed because the base colors used in license plate production do not correspond with the base colors of the Pantone System.
- Illinois license plates are printed on reflective sheeting. The legibility and colors in the artwork may be affected by the sheeting color.
- Organizations using trademarked or licensed artwork must provide proof of a licensure agreement when artwork is submitted.
- Prepare and submit a color sample to show the layout and use of color of the decal. You also may submit vector artwork of your design to the Secretary of State's office.
- The Office of the Secretary of State reserves the right to change any license decal design.

Name of Specialty Decal Being Requested: _____	Date: _____
Current License Plate Number: _____	Expiration Date: _____
Vehicle Owner's Name: _____	
Address: _____	
City: _____	State: _____ ZIP: _____
Daytime Phone Number (8 a.m.-4:30 p.m.): _____	
Signature: _____	Amount Enclosed: _____

FOR OFFICE USE ONLY	Name of Specialty Decal: _____	Date Received: _____
	Vehicle Owner's Name: _____	
	Fee Received (check number): _____	

IL Universal Plate



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Title 92, Chapter II, Part 1010.459, subsection (c) of the Administrative Code states that an authorized organization shall be responsible for the following:

c) Authorized Organization

- 1) The authorized organizations approved by the General Assembly are set forth in IVC Section 3-699.14.
- 2) It is the responsibility of the authorized organization to design the decal it chooses to issue. The design must be approved by the Secretary prior to issuance to the public. Upon approval of the design, it is the responsibility of the authorized organization to purchase, distribute and maintain a sufficient inventory of the decals.

- 3) The authorized organization must make the decal available to any registered vehicle owner who has selected the organization to support under the statute.
- 4) The authorized organization shall communicate to the Secretary the method of receipt it will issue registered vehicle owners for presentation to the Secretary as evidence of purchase.
- 5) The authorized organization may charge a one time fee not to exceed \$25 per decal to the registered vehicle owner to recoup the costs of manufacturing and administration of the decal program.

d) Registered Vehicle Owner

- 1) The registered vehicle owner must select an organization approved by the General Assembly.
- 2) The registered vehicle owner must obtain the decal from the authorized organization of his or her choosing prior to application for the universal special plate. Upon application, the registered vehicle owner must present a receipt, as designated by the authorized organization, to the Secretary as evidence the decal was purchased.
- 3) The registered vehicle owner must maintain the chosen authorized organization's decal for the entire length of the registration. To choose a different authorized organization, one must apply for a new universal special plate.
- 4) The decal must be placed in the designated area on the universal special plate.

e) Decal Sticker Requirements

- 1) The authorized organization must contract with a manufacturer to produce the decal. A copy of the contract between the authorized organization and the manufacturer must be provided to and approved by the Secretary prior to production of the decal. The Secretary shall notify the authorized organization within 30 days after receipt if he or she has any objections to the terms and/or conditions of the contract. Information concerning the costs may be redacted from the contract prior to submission.
- 2) All decals produced for the authorized organization shall meet specific requirements. The decal must:
 - A) fit within a 2 $\frac{1}{8}$ " wide x 3" high space for a standard size registration plate.
 - B) fit within a 1" wide x 1 $\frac{1}{2}$ " high space for a motorcycle size registration plate.
 - C) adhere to the surface of the registration plate without the necessity of additional adhesive on the reflective material or application surface, or the use of water, other solvents, or heat techniques.
 - D) be precoated with a pressure sensitive adhesive that will create a durable bond to clean, dry, well-painted surfaces or unpainted corrosion proof metals. The adhesive must permit application to the prescribed surfaces and clean registration plates at temperatures as high as 125°F and as low as -10°F. The adhesive shall remain adhered at all temperatures for a minimum of five years under normal conditions of use.
 - E) maintain the integrity of the design chosen by the authorized organization for a minimum of five years under normal conditions of use.
- 3) The manufacturer must guarantee the correctness of the decals. Defective decals that will not properly attach to a registration plate, or those that are not properly pressure sealed, must be replaced by the manufacturer at no cost to the Secretary or the registered vehicle owner.
- 4) If, at any time, it becomes apparent that an authorized organization's decals failed to satisfy the minimum requirements set forth in this Section, the Secretary may order the authorized organization to destroy all additional decals in inventory and replace any decals issued to a vehicle owner with a decal that meets the above specifications. Any compensation the authorized organization receives from the manufacturer when decals are ordered to be replaced shall be determined by the terms of the contract between the authorized organization and the manufacturer. The authorized organization shall not issue any additional decals until the defect has been addressed to the satisfaction of the Secretary.