

Instructions

1. Complete **PART I** of this application.
2. Name of the owner(s) must appear on the application exactly as printed on the current registration card.
3. Vehicle must be a Class A passenger car or truck.
4. Submit application to squad chief or department head for completion for **PART II**. The signing official will be certifying that the Applicant:
A). is affiliated with a recognized community emergency medical service provider; and
B). is certified as meeting certain United States Department of Transportation standards for emergency medical services providers.
5. The applicant is responsible for mailing completed application and fee to the Division of Motor Vehicles. The fee will be prorated based on the expiration of the exchanged plate. Please send your check or money order payable to DMV at the following address:

DMV Special Plates Section

**PO Box 17120
Charleston, WV 25317**

6. Upon receipt of the EMS plate, the current registration plate must be returned to the Division of Motor Vehicles.
7. EMS license plates will expire on July 1st of each year.
8. The applicant is responsible for payment of a \$10.00 one time fee in addition to the regular registration fee. There is no additional annual fee for an EMS plate.
9. Continued eligibility for an EMS license plate is based on continued affiliation with an EMS unit.

PLEASE ALLOW (30) DAYS FOR DELIVERY