



# ORDERING INSTRUCTIONS & INFORMATION

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## Application Requirements

- 1) The applicant must be an honorably discharged service member that was serving within a three mile radius of the island of Oahu, Territory of Hawaii, on 12/7/1941 between the hours of 7:55 am and 9:45 am, as described in WV State Code §17A-3-4(h), in order to qualify for a Pearl Harbor Survivor license plate.
- 2) After completing **SECTIONS A-F**, the applicant must submit this application to the Dept. of Veterans Assistance with personal property tax receipt, or an affidavit from the assessor, if the current plate is expiring within 60 days of application. Additional proof documents may be required by the Dept. of Veterans Assistance to deem your eligibility.
- 3) Once the Dept. of Veterans Assistance certifies the application, they will forward the completed application to DMV.

## Veteran's Affairs Offices

<b>Division of Veterans Affairs</b> 1321 Plaza East Shopping Ctr, Ste 101 Charleston, WV 25301-1400 Telephone: (304)-558-3540	<b>Ronceverte Office</b> 330 Red Oaks Shopping Center Ronceverte, WV 24970 Telephone: (304)-647-7500	<b>Spencer Office</b> 811 Madison Ave, Ste 29 Spencer, WV 25276 Telephone: (304)-927-0980
<b>Beckley Office</b> 407 Neville St, Ste 113 Beckley, WV 25801 Telephone: (304)-256-6955	<b>Logan Office</b> 513 Dingess St Logan, WV 25601 Telephone: (304)-792-7055	<b>Summersville Office</b> 715 B Main St Summersville, WV 26651 Telephone: (304)-872-0829
<b>Clarksburg Office</b> 427 W Pike St (5th Floor) Clarksburg, WV 26301 Telephone: (304)-624-2175	<b>Martinsburg Office</b> 115 Aikens Center, Ste 17 Martinsburg, WV 25404 Telephone: (304)-267-0040	<b>Welch Office</b> McDowell Public Library P.O. Box 1085 Welch, WV 24801 Telephone: 436-3804
<b>Elkins Office</b> Elkins – Randolph County Airport Rte 4, Box 271 Elkins, WV 26241 Telephone: (304)-637-0235	<b>Moorefield Office</b> 225 N Main St Moorefield, WV 26836 Telephone: (304)-538-2839	<b>Wheeling Office</b> 51 Eleventh St, Rm 300 Wheeling, WV 26003 Telephone: (304)-238-1085
<b>Morgantown Office</b> 90 Army Band Way Morgantown, WV 26505 Telephone: (304)285-3480	<b>Parkersburg Office</b> Wood County Courthouse 1 Ct Square, #403 Parkersburg, WV 26101 Telephone: (304)-424-1952	
<b>Huntington Office</b> 640 Fourth Ave, Rm 108 Huntington, WV 25701 Telephone: (304)-399-9395	<b>Princeton Office</b> Memorial Building 1500 W Main St Princeton, WV 24740 Telephone: (304)-425-5194	

Pearl Harbor Survivor license plate fees are calculated on a ten year schedule. The fees are outlined below.

Fiscal Year	2015 <small>(7/1/15 - 6/30/16)</small>	2016 <small>(7/1/16 - 6/30/17)</small>	2017 <small>(7/1/17 - 6/30/18)</small>	2018 <small>(7/1/18 - 6/30/19)</small>	2019 <small>(7/1/19 - 6/30/20)</small>	2020 <small>(7/1/20 - 6/30/21)</small>	2021 <small>(7/1/21 - 6/30/22)</small>	2022 <small>(7/1/22 - 6/30/23)</small>	2023 <small>(7/1/23 - 6/30/24)</small>	2024 <small>(7/1/24 - 6/30/25)</small>
<b>Total Fee</b>	<b>\$15.00</b>	<b>\$13.50</b>	<b>\$12.00</b>	<b>\$10.50</b>	<b>\$9.00</b>	<b>\$7.50</b>	<b>\$6.00</b>	<b>\$4.50</b>	<b>\$3.00</b>	<b>\$1.50</b>

\*A \$1.50 reduction takes place at the beginning of each fiscal year, on July 1st.

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## Vehicle Requirements & Information

- The vehicle must be a **CLASS A** car or truck, under 10,001 pounds gross vehicle weight.
- The vehicle must have a WV title and license plate registered in the name of the Pearl Harbor Survivor.
- Commercial vehicles are **not** eligible for Pearl Harbor Survivor license plates.

### **PLEASE ALLOW UP TO 60 DAYS FOR YOUR NEW PLATE TO ARRIVE.**

***This allows time for the Dept. of Veterans Assistance, DMV and USPS to process and deliver the registration and license plate.***  
***\* There are no refunds, as once a plate number is registered, it cannot be used again by another registrant.***

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## Once you receive your Pearl Harbor Survivor License Plate

- The old license plate must be returned to the DMV after the Pearl Harbor Survivor license plate is received, it **cannot** be transferred to another vehicle.
- The DMV will mail out and process all Pearl Harbor Survivor license plate renewals. The owner must keep their address up to date with the DMV, not only is it law, but they will not receive renewal notices if the address is not valid. DMV **does not** honor USPS forwarding addresses.
- Prior to expiration, on July 1, 2015, the owner will need to provide DMV with current and valid proof of insurance, proof of personal property taxes paid, and pay the \$1.50 renewal fee
- Additional Pearl Harbor Survivor license plates can be issued for the eligible applicant for a one time fee of **\$61.50**, and renewal fee of **\$51.50** per year, prior to July 1, each year. For additional Pearl Harbor Survivor plates the applicant needs to complete an *Application for a Special Second Military License Plate (DMV-48-A)*.