



## OPFFA Graphic Licence Plate Program Rules & Instructions – How to Apply

- Review the list of current plates available – identify a preferred numbered plate (if desired) from this list on the Application form. If you do not or cannot receive your requested number please make sure you identify on the Application form of you still want a randomly numbered plate.
- The OPFFA Executive Board reserves the right to withhold a specific plate number (i.e. Local numbers will not be available).
- Complete the Application form (please ensure that the name on the application form is the name as it appears on your vehicle permit).
- Review and complete the Transfer of Liability Form.
- Make cheque (currently \$100.00) payable to the OPFFA.
- Submit **BOTH** the Application and Transfer of Liability forms *along* with your cheque to the OPFFA office.
- The office staff will review the Application, Transfer of Liability forms and payment upon receipt. Should they be incomplete or incorrect you will be notified at the phone number or email identified on the Application form.
- All Applications will be processed in the OPFFA once monthly.
- Any plate number that is in stock and has multiple requests will be determined through a draw. All other applications will receive a randomly drawn plate.
- The plate and MTO form will be couriered to the person identified on the Application to the address provided (no PO Box numbers).
- Should there be any dispute, the Principal Officers shall review the matter and make a final determination.