

[DATE]

[STATE OFFICIAL]
[ORGANIZATION]
[ADDRESS 1]
[ADDRESS 2]
[CITY], Texas [ZIP CODE]

Re: State Official License Plates

Dear [STATE OFFICIAL]:

Congratulations on your election. We would like to make you aware that state law allows you to receive up to three sets of State Official (SO) License Plates for your personal vehicles. If you are interested, the employees here at the Texas Department of Transportation would be happy to assist you in securing these plates. Here are two ways you can get them:

Option 1—Pick up SO Plates at Capitol November 30

In partnership with your County Tax Assessor-Collector, our employees will make SO plates available to you at the Pre-Session Legislative Conference to be held at the Capitol on November 30, 2004.

In order to be able to utilize this option, please complete the attached forms and fax them to (512) 467-5900 with any required documents by November 23, 2004. We will calculate and provide you with the total amount due for your vehicle registration(s) and any other required fees at the conference. Please be sure to bring a check with you (or your staff) to complete the transaction, made payable to your County Tax Assessor-Collector.

We have also included an *Application for a Specialty License Plate (State Official)*, if you wish your SO number on a specialty license plate. A separate check will need to be submitted with this application. The cost includes the special plate fee plus the \$40 statutory personalization fee to include your SO number. If you need any plate(s) to display the International Symbol of Access (Disabled Person Emblem), the appropriate application is also included.

Option 2—Pick up SO Plates at County after December 8

If you do not select Option 1, your plates will be available at your local County Tax Assessor-Collector's Office by December 8. Should you have any questions, please contact Jerry Dike, Division Director, Mike Craig, Deputy Division Director, or Scott Renouard, Director of Administrative Operations at (512) 465-7570.

Sincerely,

Michael W. Behrens, P.E.
Executive Director

Attachments