

If you have ordered a plate and have not picked it up here is the process you need to follow:

1. The RMV sent you a letter with your plate number and the RMV Service Center where your plate has been shipped. If you misplaced the letter, please contact Katie Gullotti at 781-890-3700. You need to know your plate number which begins with WH and you need to know which office the plate has been sent.
2. Once you know your plate number and which RMV Service Center you need to go to you need to do the following:
  - a. Contact your auto insurance carrier, explain you are changing plates on your car, give them your new plate number and ask them to email you a Registration and Title Application. When you receive that email print it out on two pages, not back to back, check to make sure your new plate number is on the form and sign the bottom of the second page.
  - b. Take the Registration and Title Application, your drivers license, and your current auto registration form to the RMV Service Center where your plate is located and tell them you want to pick it up. Please note that the RMV staff may not be familiar with the Welcome Home plate. It is a charity plate not a vanity plate.
  - c. You will be asked if you are at the RMV office for business or personal reasons. You will be given instructions on how to get in a virtual line at the RMV. When your turn comes you will get a text message to come into the office.
  - D. Once inside the office you will be asked to pay with cash, a check or credit card. The fee will be for the transfer of the plates and a prorated amount to extend your registration.
3. If you have any problems while at the RMV Service Center ask the representative to call the Special Plate Department at 857-368-8031.
4. If you no longer want your Welcome Home plate, please let Paul Yorkis know at [pgyorkis@gmail.com](mailto:pgyorkis@gmail.com) so he can make arrangements for someone else to pick up the plate.