



ALPHA KAPPA ALPHA SORORITY, INC.®
Rho Xi Omega Chapter



AKA LICENSE TAG INSTRUCTIONS

North Atlantic Region

GROUP ORDERS

Each AKA Chapter must designate a soror to disseminate information about ordering Maryland (MD) AKA license tags. This representative should collect the applications and complete the group form with the chapter basileus' signature and payment before submitting the order. Chapter Members(s) and General Member(s) applicants follow the steps below.

INDIVIDUAL ORDERS

1) Preparing your documents.

Each applicant must submit the following to Rho Xi Omega Chapter:

- MVA Application (see next page) Do NOT sign in the space for Authorized Representative
- Copy of current vehicle registration. You **MUST** be listed as OWNER or CO-OWNER on the registration card.
- Copy of Alpha Kappa Alpha Sorority, Inc. financial card.
- Include your email address and telephone number.
- \$30 cashiers' check/money order made payable to: Motor Vehicle Administration (MVA).
- \$20 cashiers' check/money order made payable to Rho Xi Omega Chapter.
 - For Checks/Money Orders: A notation of the Soror's name and chapter should be on the memo line of the check/money order.
 - For Zelle: Send a payment to RXO.AcctFinance@gmail.com in the amount of \$20.00. Be sure to write in the memo/note section, AKA Tags, soror name and soror chapter.

2) Forwarding your documents.

Mail the documents listed above to:

Rho Xi Omega Chapter
Attn: Pecunious Grammateus
1777 Reisterstown Road Suite 22 PMB #369
Pikesville, MD 21208

Additional Information

- Applications will not be processed on vehicles with temporary license plates, per MVA.
- Allow 45 - 60 days to receive tags. If your current tags expire on the 15th, do not wait until the 1st of the month to submit your application. ***MVA Alert: Due to challenges with processing or delivery, MDOT MVA's license plate orders may take longer than usual to reach customers. Applications will be processed throughout the year except during the period of December 15th through January 15th. MVA will send the plates directly to the applicant/Soror when they are ready.

For additional information, please AKATags@RhoXiOmega.org.

Application/Certification for Organizational License Plates

Instructions: Please complete the entire application (owner and/or co-owner). Submit appropriate fees with application.

Name of Organization: _____

I certify that the individual below is a bona fide member of the above organization:

Signature of Authorized Representative

Owner's First Name	Middle	Last	Co-Owner's First Name	Middle	Last
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Owner's Driver's License Number	Co-Owner's Driver's License Number
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Owner's Email Address	Owner's Phone No.	Co-Owner's Email Address	Co-Owner's Phone No.
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Owner's Street Address	City	Co-Owner's Street Address	City
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County	State	Zip Code	County	State	Zip Code
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I hereby authorize the representative of my organization to review/release my personal information for official purposes:

Owner's Signature

Co-Owner's Signature

Vehicle Information

Year	Make	Sticker Number	Title Number	Tag Number
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Vehicle Identification Number _____

Insurance Company	Policy/Binder Number
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Organizational Member: (Check One) Owner Co-Owner

Check Class: Passenger Car Multi-Purpose Vehicle Truck 1 ton or less Motorcycle

Fees: Non Logo Organizational Tags: \$20.00 Logo: \$30.00

I certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge:

Owner's Signature

Date

Co-Owner's Signature

Date

MVA Use Only: New Issue Substitute Surviving Spouse S/N

Gratis Paid Approved by: _____ Tag Issued: _____

You may either mail your application and the appropriate fees to:
Motor Vehicle Administration, Vehicle Registration Organizational Unit; 6601 Ritchie Highway, Glen Burnie, MD 21062;
or visit the MVA full Service Office in Glen Burnie and have your plates issued to you.

Maryland - Alpha Kappa Alpha Sorority, Inc.
Organizational Tag Form

Name & Phone Number (please print)	Email	Chapter & Financial Card #	MVA Check	Rho Xi Omega Check or Zelle	Copy of Registration
Ivy Pearl 987-654-3210 (example)	Ivypearl@gmail.com	Pearl Phi Omega, #123456	\$25.00	\$20.00	

I certify that the applicants for the NAR AKA Maryland Organizational Tags listed above are active (financial) Sorors.

Basileus'PrintedName Basileus'Signature _____ Date