
License Plate

MAY 2023

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Headquarters, Georgia State Defense Force

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Georgia State Defense Force
License Plate

**GSDF
SOP**

Title:	License Plate
Effective Date:	01 August 2015
New/Revised:	01 May 2023
Summary of Change:	Updates to the application process.
Purpose:	This standing operating procedure (SOP) provides guidance and standards for GSDF Soldiers obtaining a GSDF license plate.
Supplementation:	Local supplementation, revision, or alteration is not authorized.
Proponent:	The proponent for this publication is the Chief of Staff, HQ, GSDF. The preparing agency is GSDF Headquarters. You may send comments and recommendations by any means, U.S. mail, e-mail, or in person to the Secretary of the General Staff. Email is robert.burgess@gasdf.us .
Appendices:	Appendix A – GSDF License Plate Application
Vernacular:	The male vernacular used throughout is to be read as being unisex.

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License Plate

Standard Operating Procedure
License Plate

Georgia Department of Defense
Headquarters
Georgia State Defense Force
Ellenwood Readiness Center
Ellenwood, GA
01 May 2023

License Plate
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Preface

The purpose of this document is to provide guidance and standards for GSDF members to obtain a GSDF license plate. Prior to applying for a license plate, Soldiers must meet certain requirements. Additionally, this SOP delineates who may authorize a Soldier to obtain a GSDF license plate. Review and revision of this SOP is the responsibility of the GSDF Headquarters, Chief of Staff, and may occur annually or as needed.

Chapter 1

GSDF LICENSE PLATE

GSDF License Plate

- 1-1. The state of Georgia has authorized Georgia residents who are members of the Georgia State Defense Force to apply for a Georgia State Defense Force (GSDF) license plate.

Motor Vehicle Division Fees

- 1-2. GSDF members are entitled to one (1) free license plate. Additional plates require a one-time manufacturing fee of \$25.00, annual registration fee of \$20.00, and annual special fee of \$25.00.

GSDF Requirements to Apply for License Plate

- 1-3. For the GSDF to authorize a member to apply for a license plate, the member must be in *good standing*.

Good Standing

- 1-4. The GSDF defines good standing as the member has:
 - Completed MEPS and IET.
 - Served a minimum of six (6) months of active service.
 - Received a recommendation from his Commander.

Procedures to Apply

- 1-5. GSDF members who wish to apply for a license plate must follow this procedure:
 - Obtain an application (see Appendix A) and complete Parts A-C.
 - Submit the completed application to their unit's HHC personnel (S-1 or HQ/HHC First Sergeant) for approval.
- 1-6. The unit's HHC personnel then verifies the member is in good standing and submits the application to the appropriate personnel for approval. Each unit may determine who will approve the applications (i.e., the Commander, S-1, HHC Commander, and the like).
- 1-7. Upon approval by the appropriate personnel, HHC personnel scans and emails the application to G1SHOP@gasdf.us to obtain a control number from the GSDF License Plate Application Log.
- 1-8. The unit HHC personnel distributes the application as follows:
 - Original application to the member.
 - One (1) copy to unit files.
- 1-9. The service member then follows applicable Department of Driver Services procedures for obtaining the license plate.
- 1-10. If the unit personnel does not approve the application, he should provide a reason for the denial and a timeline for the member to reapply.

Discharge

- 1-11 When the member separates from his GSDF service or fails to maintain good standing, the HHC personnel must notify the G-1 to complete the Notice of Cancellation for Georgia State Defense Force license plate and submit it to the Georgia Department of Revenue, the Motor Vehicle Division, who then rescinds the license plate.


APPENDIX A

GSDF LICENSE PLATE APPLICATION

This appendix provides the information needed to complete the application.

GEORGIA DEPARTMENT OF REVENUE, MOTOR VEHICLE DIVISION

Click [GSDF License Plate](#) to download the application.

		<input type="button" value="PRINT"/>	<input type="button" value="CLEAR"/>	MV-GSDF (Revised 12-2015) Web and MV Manual	
Georgia Department of Revenue - Motor Vehicle Division Georgia State Defense Force (GSDF) License Plate Application					
<p>Purpose of this Form: This form is to be used by a Georgia resident who is a member of the Georgia State Defense Force to apply for a Georgia State Defense Force (GSDF) license plate.</p> <p>How to submit this Form: This completed form, legibly printed or typed, must be submitted along with all required documents to your local county tag office. Please refer to our website at www.dor.georgia.gov to locate the address(es) for your specific county.</p> <p>Required Document(s): You must present your Georgia State Defense Force Identification Card.</p> <p>Fees: GSDF members are entitled to one (1) free license plate. Additional plates require a <u>one-time</u> manufacturing fee of \$25.00, <u>annual</u> registration fee of \$20.00, and <u>annual</u> special tag fee of \$25.00.</p>					
A REGISTRANT INFORMATION					
Registrant's Full Legal Name:	<input type="text"/>				
Mailing Address:	<input type="text"/>				
City:	State:	Zip Code:	Telephone No.:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
B VEHICLE INFORMATION					
Vehicle Identification No. (VIN):	<input type="text"/>				
Year:	Make:	Model:			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
C SERVICE AND UNIT INFORMATION					
GSDF Service No.:	GSDF Unit and Location:				
<input type="text"/>	<input type="text"/>				
As a Georgia resident and member of the GSDF, I hereby apply for a GSDF License Plate. If I am discharged or otherwise separated from the GSDF, I will relinquish my distinctive GSDF license plate to my local county tag office within 30 days prior to separation.					
Registrant's Signature:	<input type="text"/>			Date:	<input type="text"/>
D CERTIFICATION FROM GEORGIA STATE DEFENSE FORCE					
As an authorized official of Georgia State Defense Force, I certify that the registrant named in Section A is a member in good standing, has completed at least six months of satisfactory service, and is entitled to a distinctive GSDF license plate.					
Authorized Official:	<input type="text"/>				
Telephone No.:	E-mail:		<input type="text"/>		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Authorized Official's Signature:	<input type="text"/>			Date:	<input type="text"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
Have a question? Visit our website at www.dor.georgia.gov/motor-vehicles or scan the QR code above for more information.					