

How to Purchase - Via Mail

Print your application by using our online printable form (If you are unable to print the form for any reason, you can request an application by calling 800.833.6792 or via e-mail at alumni@valpo.edu.)

Printable Application PDF Version: [Valpo License Plate Form](#). (Requires Adobe Acrobat Reader.)

- Complete the application.
- Mail the application along with the following:
 - o a check for \$25 made payable to Valparaiso University or completed credit card information
 - o a self-addressed stamped envelope

Mailing address:

Valpo License Plate Program Valparaiso University Office of Alumni Relations
1100 Campus Drive South Valparaiso, IN 46383

The form will be certified and returned to you. Simply bring the certified form to the license branch to receive your Valpo plate (a \$15 special plate handling fee and applicable registration fees apply and are payable at the license branch.)

How to Purchase - On Campus

The application form for the Valpo plate can also be certified at Loke Hall on campus (click here to view and print a campus map). Bring in your completed application or fill one out at Loke. Please allow 24-hours for processing. You will be able to pick up your form at Loke the following day or request to have it mailed back to you.

How to Purchase – Renewing Your Valpo Plate

When it is time to renew your plate simply follow the steps above for purchasing a plate by mail or on campus. The \$25 gift to the University and the \$15 fee to the license branch apply. Be sure to check “renewal” in the upper-right-hand corner of the application.