



SUMMIT POLICE DEPARTMENT

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Instructions for Applying for Handicap Placards

Temporary Placards (only valid for 6 months):

Initial Request:

- Supply the form/Print a copy of the form
- The form needs to be completed by the party who the placard will be for AND the doctor authorizing it.
- The form needs to be turned into the Records Bureau with a check made out to: NJMVC in the amount of \$ 4.00.
- The placard will be issued upon receipt of the completed application, and the check.

Renewal Request (only eligible to reapply once the initial placard expires!):

- These placards are able to be renewed once after the initial placard expires. In order to do so, please repeat all steps listed- printing an application, completing it with the doctor's signature, and submitting to the Records Bureau with a check made out to: NJMVC in the amount of \$ 4.00.
- NOTE: A second one will NOT be issued if the initial is still valid.

Permanent Placards:

- Supply the form/Print a copy of the form from our website.
- The form needs to be completed by the party who the placard will be for AND the doctor authorizing it.
- Once completed by the applicant and the doctor, the form needs to be mailed to the address in the top left corner of the page.
- There is no fee for this service.
- There will be an approximately 4-6 week turn around for the applicant to receive the placard in the mail.

Although these do not expire, a renewal notice is sent every three (3) year- similar to renewing your vehicle registration- to avoid fraudulent use of this service. The applicant will need to respond to a motor vehicle location to prove that they are still in possession of said placard and the records will be updated.