



GSAFleet.gov Vehicle Registration Service User Guide

Updated January 31, 2022

January 2022



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Introduction

What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users currently use 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

Creating an Account and Logging In

This [document](#) details how to create an account in GSAFleet.gov and how to log in.

Vehicle Registration Service

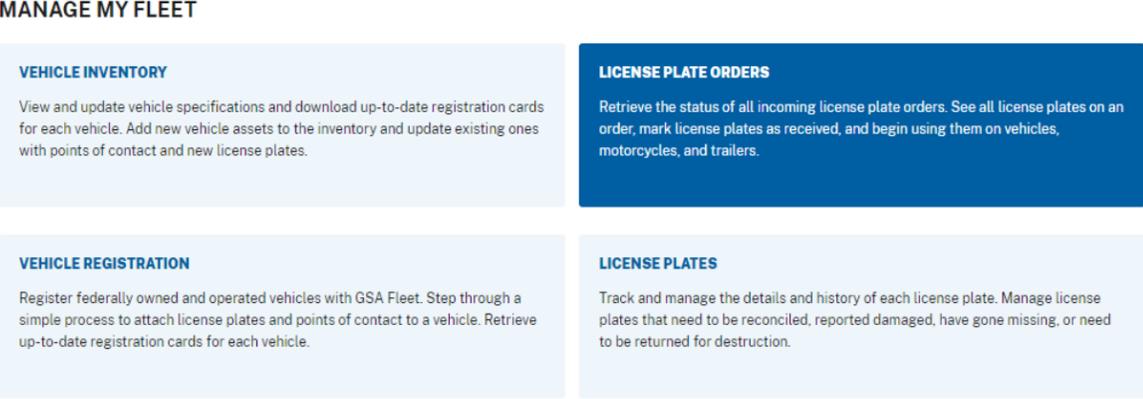
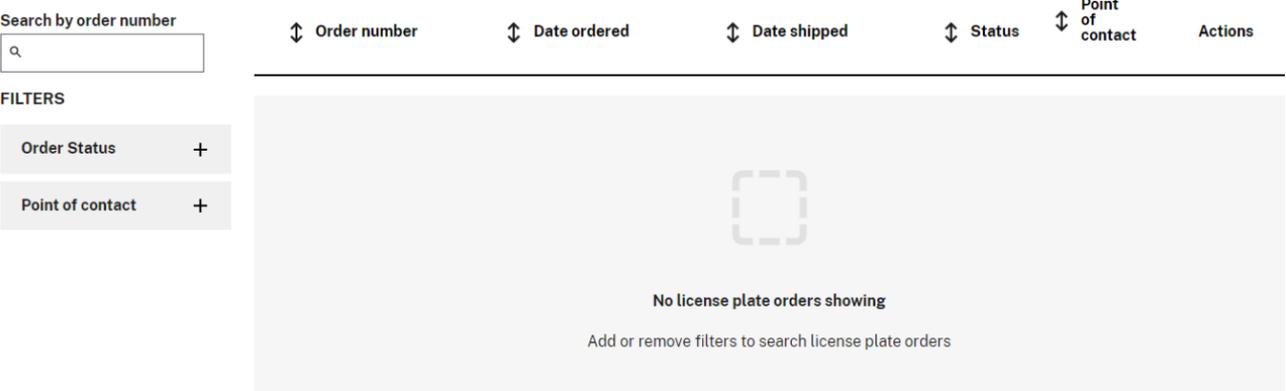
GSAFleet.gov is being developed iteratively. The first GSAFleet.gov release is the Vehicle Registration Service. GSAFleet.gov is now the home of the Vehicle Registration Service and takes the place of the Federal Motor Vehicle Registration System (FMVRS). All data associated with your vehicles and license plates migrated to the new system on January 31, 2022.

The Vehicle Registration Service is the Federal government's department of motor vehicles. All covered motor vehicles must be registered with this service. The Vehicle Registration Service is an essential fleet management tool for motor vehicle registration information and license plate management which operates under authority of [41 CFR § 102-34.120](#). The Vehicle Registration Service is not an inventory management system and must not be used to register or load other agency assets.

1. License Plates

a. License Plate Reconciliation

Before you can register a vehicle to a license plate in the GSAFleet.gov Vehicle Registration Service, you must first ensure that the license plate order, along with the individual license plate you want to register your vehicle to, has been placed into received status. This process is called reconciliation. The steps of this process are detailed below.

<p>Step 1. Log into GSAFleet.gov (if you do not have an account, you will need to create one)</p>	
<p>Step 2. From the main menu, select <i>License Plate Orders</i>.</p>	 <p>MANAGE MY FLEET</p> <ul style="list-style-type: none"> VEHICLE INVENTORY View and update vehicle specifications and download up-to-date registration cards for each vehicle. Add new vehicle assets to the inventory and update existing ones with points of contact and new license plates. LICENSE PLATE ORDERS Retrieve the status of all incoming license plate orders. See all license plates on an order, mark license plates as received, and begin using them on vehicles, motorcycles, and trailers. VEHICLE REGISTRATION Register federally owned and operated vehicles with GSA Fleet. Step through a simple process to attach license plates and points of contact to a vehicle. Retrieve up-to-date registration cards for each vehicle. LICENSE PLATES Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.
<p>Step 3. From the License Plate Orders Page, key in the UNICOR order number in the <i>Search by order number</i> box or use the left-hand filters to find your order.</p>	 <p>Search by order number <input type="text"/></p> <p> ↕ Order number ↕ Date ordered ↕ Date shipped ↕ Status ↕ Point of contact Actions </p> <p>FILTERS</p> <ul style="list-style-type: none"> Order Status + Point of contact + <p>No license plate orders showing</p> <p>Add or remove filters to search license plate orders</p>

Step 4. Once the order number is located, click on the order number and you will be taken to the Order Details page for that license plate order.

[Home](#) > License Plate Orders

License Plate Orders

The License Plate Orders page provides the real-time status of all UNICOR orders with the ability to filter on date, status, point of contact and location.

Search by order number:

4516GIBSON x

FILTERS

- [Reset All](#)
- Order Status +
- Point of contact +

Order number	Date ordered	Date shipped	Status	Point of contact	Actions
4516GIBSON	-	1/11/2022	Shipped	MINNIE MOUSE	...

10 items per page

Displaying 1-1 of 1 items

Step 5. Towards the bottom of the *License Plate Order Details* page, you will find a listing of the license plate numbers associated with the order. Click the *Reconcile full license plate order* button to update all the plate statuses to *Received*.

License Plates

Total plates: 12 [Reconcile full license plate order](#)

FILTERS

- Plate number +
- Plate details +
- Plate status +

Plate number ^	Plate status	A or B	Expiration ↕	Agency	Actions
DHS90000	Received	A	02/2034	Department of Homeland Security	...
DHS90000	Received	B	02/2034	Department of Homeland Security	...
DHS90001	Shipped	A	02/2034	Department of Homeland Security	...
DHS90001	Shipped	B	02/2034	Department of Homeland Security	...
DHS90002	Shipped	A	02/2034	Department of Homeland Security	...
DHS90002	Shipped	B	02/2034	Department of Homeland Security	...
DHS90003	Shipped	A	02/2034	Department of Homeland Security	...
DHS90003	Shipped	B	02/2034	Department of Homeland Security	...
DHS90004	Shipped	A	02/2034	Department of Homeland Security	...
DHS90004	Shipped	B	02/2034	Department of Homeland Security	...
DHS90005T	Shipped	A	02/2034	Department of Homeland Security	...
DHS90006T	Shipped	A	02/2034	Department of Homeland Security	...

<p>Step 6. You will receive a confirmation that you are about to confirm receipt of all license plates within that order. Click the button to complete the transaction.</p> <p>NOTE:</p> <ul style="list-style-type: none">• Only plates in <i>Shipped</i> status can be updated to <i>Received</i>.	<div data-bbox="1392 264 2682 768"><p style="text-align: right;">✕</p><h3>96 license plates will be updated to received</h3><p>By changing the status of license plates to received you are recording physical receipt of these license plates.</p><p>If any license plate on the order was damaged or is missing please update the status of each license plate before completing this step.</p><div data-bbox="1392 635 2418 747"><p>Cancel Reconcile 96 license plates</p></div></div>
<p>Success! The plates in this order have been updated to Received and you may now register vehicles to these license plates.</p>	<div data-bbox="1476 788 2334 1074"><p>Home > License Plate Orders > UNICOR Order 45174730</p><div data-bbox="1476 876 2334 937"><p>✔ 96 license plates on UNICOR order #45174730 have been updated to received</p></div><h2>UNICOR Order #45174730</h2></div>

Reporting Plates as Lost/Stolen or Damaged

<p>Step 1. Select the <i>License Plates</i> tile on the home page.</p>	<p>MANAGE MY FLEET</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>VEHICLE INVENTORY</p> <p>View and update vehicle specifications and download up-to-date registration cards for each vehicle. Add new vehicle assets to the inventory and update existing ones with points of contact and new license plates.</p> </div> <div style="width: 48%;"> <p>LICENSE PLATE ORDERS</p> <p>Retrieve the status of all incoming license plate orders. See all license plates on an order, mark license plates as received, and begin using them on vehicles, motorcycles, and trailers.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>VEHICLE REGISTRATION</p> <p>Register federally owned and operated vehicles with GSA Fleet. Step through a simple process to attach license plates and points of contact to a vehicle. Retrieve up-to-date registration cards for each vehicle.</p> </div> <div style="width: 48%; background-color: #0056b3; color: white; padding: 10px;"> <p>LICENSE PLATES</p> <p>Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.</p> </div> </div>																								
<p>Step 2. Search for the plate you would like to place in lost/stolen or damaged status. Click on the plate number you will be submitting.</p>	<p>License Plate Inventory</p> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> Bulk Actions ▾ </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 25%;"> <p>Search by plate number</p> <input style="width: 100%; border: 1px solid #ccc; margin-bottom: 5px;" type="text" value="000077"/> <p>000077 ×</p> <p>FILTERS</p> <p>× Reset All</p> <div style="margin-bottom: 5px;"> FSR + </div> <div style="margin-bottom: 5px;"> Agency + </div> <div style="margin-bottom: 5px;"> Plate type + </div> <div style="margin-bottom: 5px;"> Ownership + </div> </div> <div style="width: 75%; padding-left: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30px;"><input type="checkbox"/></th> <th style="width: 30px;"></th> <th style="width: 150px;">↓ Plate Number</th> <th style="width: 100px;">↕ Plate Status</th> <th style="width: 80px;">↕ A or B</th> <th style="width: 100px;">↕ Expiration</th> <th style="width: 100px;">↕ Agency</th> <th style="width: 80px;">Actions</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td><input checked="" type="checkbox"/></td> <td>></td> <td>000077</td> <td>● Attached</td> <td>A</td> <td>00/0000</td> <td>Department of the Navy</td> <td>⋮</td> </tr> <tr> <td><input type="checkbox"/></td> <td>></td> <td>000077</td> <td>● Attached</td> <td>B</td> <td>00/0000</td> <td>Department of the Navy</td> <td>⋮</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> 10 items per page Displaying 1-2 of 2 items </div> </div> </div>	<input type="checkbox"/>		↓ Plate Number	↕ Plate Status	↕ A or B	↕ Expiration	↕ Agency	Actions	<input checked="" type="checkbox"/>	>	000077	● Attached	A	00/0000	Department of the Navy	⋮	<input type="checkbox"/>	>	000077	● Attached	B	00/0000	Department of the Navy	⋮
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<input type="checkbox"/>	>	000077	● Attached	B	00/0000	Department of the Navy	⋮																		

Step 3. Clicking on the plate number will take you to the License Plate Details page. Click on the *License plate actions* button for a dropdown of options. Select *Report license plate lost or stolen* or *Report license plate damaged* according to which action you'd like to report.

License Plate 000077 EXPIRES: 00/0000

Search by License Plate: 000077

Documents 0 Comments 0 History 1

License plate Actions

- View license plate history
- Report license plate lost or stolen
- Report license plate damaged
- Submit plate for destruction

VEHICLE

VIN: 1GCGG25C091119294

Vehicle status: Active

Year: 2009

Make: Chevrolet

AGENCY

Agency: 017 - Department of the Navy

Bureau: 30 - Commandant of the Marine Corps

Office: —

Step 4. A pop-up will appear. Click the *Change status to missing* button to change the status.

NOTE:

- Once a plate is changed to *Missing*, it can only be submitted for destruction and cannot be changed to any other status.

Report license plate as lost or stolen

You're about to report license plate I65880T as lost or stolen and the status of "missing" will be applied to both A and B plates (if a 2-plate set).

Cancel Change status to "missing"

Step 5: Review the information in the message at the top of the screen and follow the instructions for what to do after reporting your license plate as missing.

⚠ License plate reported lost or stolen

License plate **A5552889** with expiration date **02/2028** attached to VIN [JTEZU17R958065908](#) has been reported **lost or stolen**. The status of **Missing** has been applied to both A and B plates (if a 2-plate set).

What to do next:

- Report the missing license plate to your local security office and your local police department (or equivalent)
- [Contact UNICOR](#) immediately to obtain a replacement license plate
- If this plate was part of a pair (A/B), submit the remaining plate for destruction

License Plate A5552889 EXPIRES: 02/2028

Search by License Plate

A5552889 x

License plate A status

● Missing

Documents 0

Comments 0

History 0

b. Submitting your License Plate for Destruction

<p>Step 1. On the home page, click the <i>License Plate</i> tile.</p>	<p>MANAGE MY FLEET</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>VEHICLE INVENTORY</p> <p>View and update vehicle specifications and download up-to-date registration cards for each vehicle. Add new vehicle assets to the inventory and update existing ones with points of contact and new license plates.</p> </div> <div style="width: 48%;"> <p>LICENSE PLATE ORDERS</p> <p>Retrieve the status of all incoming license plate orders. See all license plates on an order, mark license plates as received, and begin using them on vehicles, motorcycles, and trailers.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>VEHICLE REGISTRATION</p> <p>Register federally owned and operated vehicles with GSA Fleet. Step through a simple process to attach license plates and points of contact to a vehicle. Retrieve up-to-date registration cards for each vehicle.</p> </div> <div style="width: 48%; background-color: #0056b3; color: white; padding: 10px;"> <p>LICENSE PLATES</p> <p>Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.</p> </div> </div>																																													
<p>Step 2. Select the checkbox on the row(s) of the license plate(s) that are to be destroyed.</p>	<p>License Plate Inventory</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Search by plate number</p> <input type="text" value=""/> </div> <div style="width: 40%; text-align: center;"> <input type="checkbox"/> ↕ Plate Number ↕ Plate Status ↕ A or B ↕ Expiration </div> <div style="width: 25%; text-align: right;"> <p>Bulk Actions ▾</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input type="checkbox"/> Submit for destruction </div> </div> </div> <div style="margin-top: 10px;"> <p>FILTERS</p> <p>× Reset All</p> <ul style="list-style-type: none"> FSR + Agency + Plate type + Ownership + Plate status - <ul style="list-style-type: none"> <input type="checkbox"/> Attached <input type="checkbox"/> Shipped <input checked="" type="checkbox"/> Received <input type="checkbox"/> Missing <input type="checkbox"/> Pending destruction </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">></td> <td style="text-align: center;">AF05B02667</td> <td style="text-align: center;">● Received</td> <td style="text-align: center;">A</td> <td style="text-align: center;">05/2030</td> <td style="text-align: center;">Department of the Air Force</td> <td style="text-align: center;">⋮</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">></td> <td style="text-align: center;">AF06C00100</td> <td style="text-align: center;">● Received</td> <td style="text-align: center;">A</td> <td style="text-align: center;">05/2030</td> <td style="text-align: center;">Department of the Air Force</td> <td style="text-align: center;">⋮</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">></td> <td style="text-align: center;">AF09B02757</td> <td style="text-align: center;">● Received</td> <td style="text-align: center;">A</td> <td style="text-align: center;">05/2030</td> <td style="text-align: center;">Department of the Air Force</td> <td style="text-align: center;">⋮</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">></td> <td style="text-align: center;">AF10B02540I</td> <td style="text-align: center;">● Received</td> <td style="text-align: center;">A</td> <td style="text-align: center;">05/2030</td> <td style="text-align: center;">Department of the Air Force</td> <td style="text-align: center;">⋮</td> <td></td> </tr> </tbody> </table>										<input checked="" type="checkbox"/>	>	AF05B02667	● Received	A	05/2030	Department of the Air Force	⋮		<input checked="" type="checkbox"/>	>	AF06C00100	● Received	A	05/2030	Department of the Air Force	⋮		<input checked="" type="checkbox"/>	>	AF09B02757	● Received	A	05/2030	Department of the Air Force	⋮		<input checked="" type="checkbox"/>	>	AF10B02540I	● Received	A	05/2030	Department of the Air Force	⋮	
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<input checked="" type="checkbox"/>	>	AF10B02540I	● Received	A	05/2030	Department of the Air Force	⋮																																							

Step 2. You will be presented with a box confirming the number of license plate numbers that will be added for destruction and asking if the user has a shipping label. Select **Yes** and enter the number of boxes and the UPS tracking number.

NOTE:

- You need to have a shipping label available in order to begin the process. Selecting *No, I need a shipping label* will take you back to the *Licence Plate Inventory* listing screen.

4 license plates will be added for destruction ✕

You are about to begin the license plate destruction process. This process includes three steps that will end with the selected license plates being changed to pending destruction and a PDF will be generated that you will need to include in your box to UNICOR.

Do you have a UPS shipping label for your return boxes? *

No, I need a shipping label

Yes

How many boxes are in your shipment? *

UPS tracking number for shipment *

[Close](#) **Begin license plate destruction process**

Step 3. Review the list of plates that will be included in the destruction record and hit *Next*.

Home > License Plate Inventory > License Plate Destruction Process

License Plate Destruction Process

1 License plates for destruction | 2 Agency and point of contact | 3 Destruction information

1 of 3 License plates for destruction

The table below should include all license plates that need to be returned to UNICOR for destruction.

Plate Number	Plate Status	A or B	Expiration	Agency	Actions
558PT6	Received	B	00/0000	Department of Agriculture	Remove
558PT6	Received	A	00/0000	Department of Agriculture	Remove
4HN384	Received	B	00/0000	Department of Agriculture	Remove
4HN384	Received	A	00/0000	Department of Agriculture	Remove

[Next](#) →

Step 4. Review and update (as necessary) the Agency and Point of Contact information and hit *Next*.

NOTE:

- In order to update the Point of Contact, hit the *Edit* button located in the *Point of Contact Information* box.

Home > License Plate Inventory > License Plate Destruction Process

License Plate Destruction Process

1 License plates for destruction | 2 Agency and point of contact | 3 Destruction information

2 of 3 Agency and point of contact

Agency Information

Please review the agency information to ensure accuracy.

Agency *
Department of Agriculture

Bureau *
Department of Agriculture

Office
All Offices

Point of contact information

Please review the point of contact to ensure accuracy. You can update the information for this point of contact or change to different point of contact.

Email calward_012_AFM@gmail.com

Name Chris Alward

Address 1234 Home Lane
Washington, DC, 20006

Phone 7034908930

[Edit](#)

[← Previous](#) [Next →](#)

[Cancel and clear all license plates](#)

Step 5. Enter the reason for returning the plates in the *Returning Information* section. If there are additional tracking numbers for this shipment, enter them under *Shipping Information*. Once complete, hit *Submit plates for destruction*.

NOTE:

- The tracking number is NOT a mandatory field within step 3 of the Licence Plate Destruction process

3 of 3 Destruction information

Returning information

Please include a reason for returning the license plates.

Reason for returning plates *

vehicle sold

Shipping information

Use the table below to add UPS tracking numbers for the boxes that will be shipped to UNICOR for destruction

How many boxes are in your shipment? *

1

UPS tracking number *

+ Add tracking number

UPS tracking number	Actions
test tracking	Delete

Submit

Please review all the information before submitting plates for destruction below. Upon submission all license plates will be marked pending destruction. A PDF will be generated that **must** be included with your license plates shipment to UNICOR.

← Previous

Submit plates for destruction

Step 6. Once the plates have been submitted for destruction, you will see a confirmation message that the plate(s) status(es) have been updated to *Pending Destruction*.

Hit *Download license plate return form (.pdf)* to download/print a copy of the form. This form needs to be included within the box being returned to UNICOR.

✔ 4 license plates have been successfully updated to the status **pending destruction**. ✕

License plates are ready to ship

Click the "Download license plate return form" button below to print a form for each box in your shipment. Place a copy of this form in an envelope and tape to the inside of each box being returned to UNICOR. Keep a copy of this form for your records.

Download license plate return form (.pdf)

License plates to include in return box

When the following license plates are destroyed, the status will update to Destroyed by Vendor.

2. Vehicle Registration

a. Vehicle Registration

<p>Step 1. From the main menu, select <i>Vehicle Registration</i>.</p>	<p>MANAGE MY FLEET</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1324 499 1898 677" style="border: 1px solid #ccc; padding: 5px;"> <p>VEHICLE INVENTORY</p> <p>View and update vehicle specifications and download up-to-date registration cards for each vehicle. Add new vehicle assets to the inventory and update existing ones with points of contact and new license plates.</p> </div> <div data-bbox="1914 499 2489 677" style="border: 1px solid #ccc; padding: 5px;"> <p>LICENSE PLATE ORDERS</p> <p>Retrieve the status of all incoming license plate orders. See all license plates on an order, mark license plates as received, and begin using them on vehicles, motorcycles, and trailers.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="1324 707 1898 885" style="border: 1px solid #ccc; padding: 5px; background-color: #0056b3; color: white;"> <p>VEHICLE REGISTRATION</p> <p>Register federally owned and operated vehicles with GSA Fleet. Step through a simple process to attach license plates and points of contact to a vehicle. Retrieve up-to-date registration cards for each vehicle.</p> </div> <div data-bbox="1914 707 2489 885" style="border: 1px solid #ccc; padding: 5px;"> <p>LICENSE PLATES</p> <p>Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.</p> </div> </div>
<p>Step 2. On the Vehicle Registration page, key in the VIN of the vehicle you want to register.</p>	<p>Vehicle Registration</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 20px;"> <div style="text-align: center;"> <p>1</p> <p>Vehicle and License Plate</p> </div> <div style="text-align: center;"> <p>2</p> <p>Agency and Point of Contact</p> </div> <div style="text-align: center;"> <p>3</p> <p>Review and Register</p> </div> </div> <p>1 of 3 Vehicle and License Plate Information</p> <hr/> <p>Vehicle Information</p> <p>Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.</p> <p>VIN *</p> <input style="width: 150px; height: 20px; margin-top: 5px;" type="text"/>

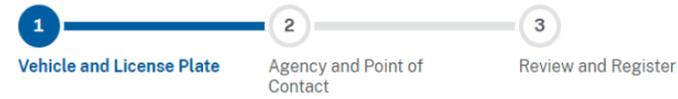
Step 3. Complete all the required fields.

NOTE:

- VINS are automatically verified against the National Highway Traffic Safety Administration database. If verified, the vehicle year, make, and model are pre populate and are not able to be edited

Vehicle Registration

Use this form to register a federally owned and operated vehicle with GSA.



1 of 3 Vehicle and License Plate Information

Vehicle information

Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.

VIN *
 NHTSA VERIFIED

Vehicle type *

Year * **Make *** **Model *** **Color ***

Fuel Type * **Fast Reportable ***

Step 4. Search the license plate number you wish to attach to the VIN and select the number from the search list. The name of the Bureau to which the license plate is assigned and the expiration date of the licence plate will populate in the fields next to the licence plate number. Click the “Next” button.

NOTE:

- If the box for *The Agency has an exemption from requirement to display official U.S. Government license plates* is selected, you will not be able to add a Federal License Plate to the registration.
- You can also add an optional State/Foreign Government license plate (or agency equipment) number to the *State licence plate* field.

License Plate Information

In order to register your vehicle you must enter a valid license plate number or have an exemption from requirement to display official U.S. Government license plates for this vehicle under sections [§ 102-34.160](#), [§ 102-34.175](#) or [§ 102-34.180](#)

The Agency has an exemption from requirement to display official U.S. Government license plates

Federal License Plate *	Federal License Plate Expiration Date	Bureau
AOC022	—	—
AOC022C		
AOC022P		

Next →

← [Cancel registration](#)

License Plate Information

In order to register your vehicle you must enter a valid license plate number or have an exemption from requirement to display official U.S. Government license plates for this vehicle under sections [§ 102-34.160](#), [§ 102-34.175](#) or [§ 102-34.180](#)

The Agency has an exemption from requirement to display official U.S. Government license plates

⚠ You are recording an exemption from the requirement to display official U.S. Government license plates for this vehicle under sections [§ 102-34.160](#), [§ 102-34.175](#) or [§ 102-34.180](#) and vehicle must be registered and inspected in accordance with the laws of the jurisdiction where the motor vehicle is regularly operated.

State license Plate

Next →

← [Cancel registration](#)

Step 5. Select the appropriate “Bureau” and “Office” to which the vehicle will be registered.

NOTE:

- “Agency” will be pre-populated based on the user profile. Pre-populated fields are not editable. (“Bureau” and “Office” may also be pre-populated based on the user permissions)

Home > Vehicle Inventory > Vehicle Registration

Vehicle Registration

Use this form to register a federally owned and operated vehicle with GSA.

1 Vehicle and license plate | **2 Agency and point of contact** | 3 Review and register

2 of 3 Agency and point of contact information

Agency information

Please review the agency information to ensure accuracy. You can enter “Office” information if desired.

Agency * Department of Housing and Urban Development

Bureau * -Select- Office -Select-

Step 6. Enter the email address for the primary point of contact and click the “Add Contact” button. For existing users, the saved contact details will show on screen with a green check mark.

Point of Contact Information

Enter the email address of the Point of Contact (POC) to look up the POC information. If there is not an existing record for the email address entered, you will be prompted to enter the details for the new POC. At least 1 POC for the vehicle must be identified in order to complete the registration. You can return to this page in the future to change the POC information if needed.

POINT OF CONTACT #1

Email * MINNIE.MOUSE@GSA.GOV ✓

POINT OF CONTACT #2

Email * + Add Contact

Name	MINNE MOUSE
Address	123 ANYWHERE STREET, ANYTOWN, DC 20006
Phone	202-555-1212

Remove Edit

← Previous Next →

← [Cancel registration](#)

NOTE:

- New users will be prompted to enter their contact details. The United States Postal Services (USPS) API enables real-time address verification for every NEW address entered into GSAFleet.gov

Please provide additional information for this point of contact.
✕

Email *

DONALD.DUCK@GSA.GOV

First Name * **Last Name ***

DONALD DUCK

MAILING ADDRESS

Country *

United States of America

Street Address *

1800 F ST

Street Address 2 (optional)

City * **State / Province / Region ***

WASHINGTON DC

Zip *

20006_..

PHONE NUMBER

Phone Number * **Extension**

202-555-1414

[Cancel](#) [Save and close](#)

Suggested address ✕

Please select an address option *

Use address as was entered:

1800 F ST
WASHINGTON, DC 20006_..

Use the USPS verified address:

1800 F ST NW
WASHINGTON, DC 20270

[Edit address](#) [Save and close](#)

Step 7. Once you receive the green check, click the “next” button to proceed.

Point of Contact Information

Enter the email address of the Point of Contact (POC) to look up the POC information. If there is not an existing record for the email address entered, you will be prompted to enter the details for the new POC. At least 1 POC for the vehicle must be identified in order to complete the registration. You can return to this page in the future to change the POC information if needed.

POINT OF CONTACT #1

Email * ✓

Name	MINNE MOUSE
Address	123 ANYWHERE STREET, ANYTOWN, DC 20006
Phone	202-555-1212

[Remove](#) [Edit](#)

POINT OF CONTACT #2

Email * ✓

Name	DONALD DUCK
Address	1800 F ST NW, WASHINGTON, DC 20270
Phone	202-555-1414

[Remove](#) [Edit](#)

[← Previous](#) [Next →](#)

Step 8. Review “vehicle, license plate, PoC1, PoC2, and agency details” then click “complete registration”.

3 of 3 Review and Register

Please review the information below to confirm accuracy. You can edit any information if needed. If the information is correct, you can complete the registration by clicking the register button.

Vehicle and License Plate Information [Edit](#)

VIN	1N4AL21EX7N445334	License Plate	AOC012L
Year	2007	License Plate Expiration Date	03/2026
Make	NISSAN	State License Plate	-
Model	Altima		
Color	Purple		
Fuel Type	Diesel - Plug-in Hybrid Electric		
FAST reportable	Yes		

	<p>Agency and point of contact information</p> <p>Registration for federally owned and operated vehicles with GSA. All vehicle registrations must contain the following: a valid VIN, a federal license plate, and two points of contact.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1174 449 1889 993"> <p>POINT OF CONTACT #1</p> <table border="1"> <tr><td>Name</td><td>MINNE MOUSE</td></tr> <tr><td>Street Address</td><td>123 ANYWHERE STREET</td></tr> <tr><td>Street Address 2</td><td>-</td></tr> <tr><td>City</td><td>ANYTOWN</td></tr> <tr><td>State / Province / Region</td><td>DC</td></tr> <tr><td>Zip Code</td><td>20006</td></tr> <tr><td>Country</td><td>United States of America</td></tr> <tr><td>Email</td><td>MINNIE.MOUSE@GSA.GOV</td></tr> <tr><td>Telephone Number</td><td>202-555-1212</td></tr> </table> <p>Edit</p> </div> <div data-bbox="1920 449 2635 993"> <p>POINT OF CONTACT #2</p> <table border="1"> <tr><td>Name</td><td>MICKY MOUSE</td></tr> <tr><td>Street Address</td><td>4567 DISNEYLAND ROAD</td></tr> <tr><td>Street Address 2</td><td>-</td></tr> <tr><td>City</td><td>ORLANDO</td></tr> <tr><td>State / Province / Region</td><td>FL</td></tr> <tr><td>Zip Code</td><td>555021</td></tr> <tr><td>Country</td><td>United States of America</td></tr> <tr><td>Email</td><td>MICKY.MOUSE@GSA.GOV</td></tr> <tr><td>Telephone Number</td><td>202-555-1313</td></tr> </table> <p>Edit</p> </div> </div>	Name	MINNE MOUSE	Street Address	123 ANYWHERE STREET	Street Address 2	-	City	ANYTOWN	State / Province / Region	DC	Zip Code	20006	Country	United States of America	Email	MINNIE.MOUSE@GSA.GOV	Telephone Number	202-555-1212	Name	MICKY MOUSE	Street Address	4567 DISNEYLAND ROAD	Street Address 2	-	City	ORLANDO	State / Province / Region	FL	Zip Code	555021	Country	United States of America	Email	MICKY.MOUSE@GSA.GOV	Telephone Number	202-555-1313
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Email	MICKY.MOUSE@GSA.GOV																																				
Telephone Number	202-555-1313																																				
<p>Step 9. A confirmation message will appear at the top of the screen to indicate the registration is complete. The registration status will update to show the vehicle is <i>Registered</i>.</p>	<div data-bbox="1236 1090 2598 1145" style="border: 1px solid red; padding: 5px;"> <p>✔ Vehicle was successfully registered. Download vehicle registration card.</p> </div> <div data-bbox="1236 1171 2598 1538"> <p>VIN 1N4AL21EX7N445334 AGENCY OWNED</p> <p>2007 Nissan Altima</p> <p>AOC012L</p> <div style="float: right; text-align: right;"> <p>Search vehicles by VIN number</p> <input type="text" value="1N4AL21EX7N445334"/> <p>Comments 0</p> <p>Registration Actions ▾</p> </div> <table border="1" style="width: 100%;"> <tr><td>Registration status</td><td>● Registered</td></tr> <tr><td>Registered by</td><td>ANGEL RAHMAN</td></tr> <tr><td>Registered on</td><td>12/21/2021 · 8:20 am</td></tr> <tr><td>VIN verified by</td><td>NHTSA Verified VIN</td></tr> </table> </div>	Registration status	● Registered	Registered by	ANGEL RAHMAN	Registered on	12/21/2021 · 8:20 am	VIN verified by	NHTSA Verified VIN																												
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Registered on	12/21/2021 · 8:20 am																																				
VIN verified by	NHTSA Verified VIN																																				

Non-Standard Vehicle Registration

Step 1. On the *Vehicle Registration* page, enter the VIN of the vehicle in the appropriate field and hit the *Validate VIN* button that will appear as the VIN is typed.

[Home](#) > Vehicle Registration

Vehicle Registration

Use this form to register a federally owned and operated vehicle with GSA. All vehicle registrations must contain the following: a valid VIN, a federal license plate, and two points of contact.

Progress indicator with three steps: 1. Vehicle and License Plate (active), 2. Agency and Point of Contact, 3. Review and Register.

1 of 3 Vehicle and License Plate Information

Vehicle Information

Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.

VIN *

Vehicle type *

Year *

Make *

Model *

Color *

Fuel Type *

Fast Reportable *

Step 2. A pop-up will appear listing reasons the VIN was not able to be validated by NHTSA. Select the option that closely matches the reason the VIN cannot validate.

This VIN cannot be validated by NHTSA

All vehicles should contain a 17-character VIN. The VIN number **1XKDDDB9X1RS628366** is only 17 characters and cannot be validated with the National Highway Traffic Safety Administration (NHTSA). Please select an option below to continue.

Option 1

Go back and verify that the VIN was entered correctly

Go back

Option 2

Choose non-standard VIN option and verify

- This vehicle was manufactured in Japan and uses a chassis number instead of a VIN (example: JZA80-1004956)
- This VIN is on a vehicle built before 1981
- Other

Verify non-standard VIN

Step 3. The VIN will be marked as *User Verified*. Enter the vehicle information in all the required (marked with a red asterisk*) fields.

NOTE:

- You must enter a 4 digit year (e.g. 2022).
- “UNKNOWN” is not an acceptable value for *Make* or *Model*.

1 of 3 Vehicle and License Plate Information

Vehicle Information

Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.

VIN * USER VERIFIED

Vehicle type *

Year * Make * Model * Color *

Fuel Type * Fast Reportable *

Step 4. Continue through the rest of the registration process as mentioned above.

b. Vehicle Registration Card

Printing Individual Vehicle Registration Cards

Step 1. From the *Vehicle Inventory* listing, click the *Action* ellipsis to the right of the vehicle listing and select *Download vehicle registration card* option.

<input type="checkbox"/>	>	2001 JTEHH20V210064511	00000000012842	 <ul style="list-style-type: none"> Edit vehicle registration Download vehicle registration card 	Department of
<input type="checkbox"/>	>	2009 Hyundai Elantra 1GCGG25C091119294	000077	 <ul style="list-style-type: none"> Registered Department of the Navy 	Department of the Navy

Step 2. On the *Vehicle Registration Details* page, click the *Registration Actions* button and select the *Download vehicle registration card* option. A PDF version of the registration card will open for the user to download and/or print.

VIN 1N4AL21EX7N445334 AGENCY OWNED

2007 Nissan Altima
[AOC012L](#)

Search vehicles by VIN number
1N4AL21EX7N445334

Comments 0

Registration Actions 

- Download registration card

Registration status	Registered
Registered by	ANGEL RAHMAN
Registered on	12/21/2021 • 8:20 am
VIN verified by	NHTSA Verified VIN

Bulk Printing Vehicle Registration Cards

Step 1. From the *Vehicle Inventory* listing, click the *Bulk Actions* button to the right of the vehicle listing and select the *Download vehicle registration cards* option.

<input type="checkbox"/>	↕ Vehicle	↕ Plate Number	↓ Registered			Bulk Actions ▾
<input type="checkbox"/>	> 2001 JTEHH20V210064511	0000000012842	Incomplete	Department of Homeland Security		Download registration cards
<input checked="" type="checkbox"/>	> 2009 Hyundai Elantra 1GCGG25C091119294	000077	Registered	Department of the Navy		
<input checked="" type="checkbox"/>	> 2010 Hyundai Elantra 3GCRCSEA6AG179458	000078	Registered	Department of the Navy		
<input type="checkbox"/>	> 2010 3GCRCSEA6AG183574	000079	Incomplete	Department of the Navy		

c. Updating Vehicle Registration Information

A registered vehicle must have the following fields completed:

- VIN
- Make
- Model
- Year
- Color
- Fuel type
- FAST reportable (Y/N)
- Primary & Secondary Point of Contact (First & Last Name, Address, Phone Number, & Email address)

When one or more of these fields is not completed, the Registration Status will be listed as 'Incomplete' in the vehicle inventory listing. The process is detailed below.

<p>Step 1. Click on the <i>Action Ellipses</i> to the right of the vehicle listing and select 'Edit Vehicle Registration'.</p>	 <p>The screenshot shows a single row in a table representing a vehicle listing. From left to right, it contains: a checkbox, a right-pointing chevron, the year '2001', a blue hyperlink for the VIN 'JTEHH20V21006451', the number '00000000012842', and a red dot followed by the text 'Incomplete'. On the far right, a blue action menu is open, showing the option 'Edit vehicle registration' with a pencil icon, and a 'Homeland Security' label below it. The entire action menu area is highlighted with a red rectangular box.</p>
---	---

Step 2. Click on the *Edit* button in the section(s) where there is a hyphen (-) next to a mandatory field indicating that the field is empty.

NOTE:

- “UNKNOWN” is not an acceptable value for *Make* or *Model*.

ⓘ Critical information is missing on this vehicle registration
 Certain vehicle fields (VIN, Make, Model, Year, Color, Fuel type, FAST reportable, Primary & Secondary POC) are mandatory data elements used to produce a Vehicle Identification Card (VIC). These are needed to ensure that the vehicle is properly registered in the Federal Motor Vehicle Registration System (FMVRS) when queried through the National Law Enforcement Telecommunication System (NLETS).
 Please use the **edit** button below the Vehicle block to update the empty fields.

VIN 1B9AM09146M527102 AGENCY OWNED

2008 UNKNOWN —

[0007NE](#)

● Incomplete

VEHICLE

VIN	1B9AM09146M527102
VIN type	—
Vehicle Status	● Active
Year	2008
Make	UNKNOWN
Model	GRILL
Color	—
Fuel Type	Non-Fueled Equipment
FAST reportable	No

[Edit](#)

LICENSE PLATE

License plate	0007NE
License plate expiration date	—
State license plate	—

[Edit](#)

LICENSE PLATE POC

Name	SJSJ TPUO
Email	—
Phone	860-653-9968
Address	XVTEOVISCIANBRBC AX IXIVTXPABCSPM ZORVHRAS, NC 434894975

Search vehicles by VIN number

1B9AM09146M527102 ×

[Comments](#) ⊙

Agency and point of contact information

POINT OF CONTACT #1

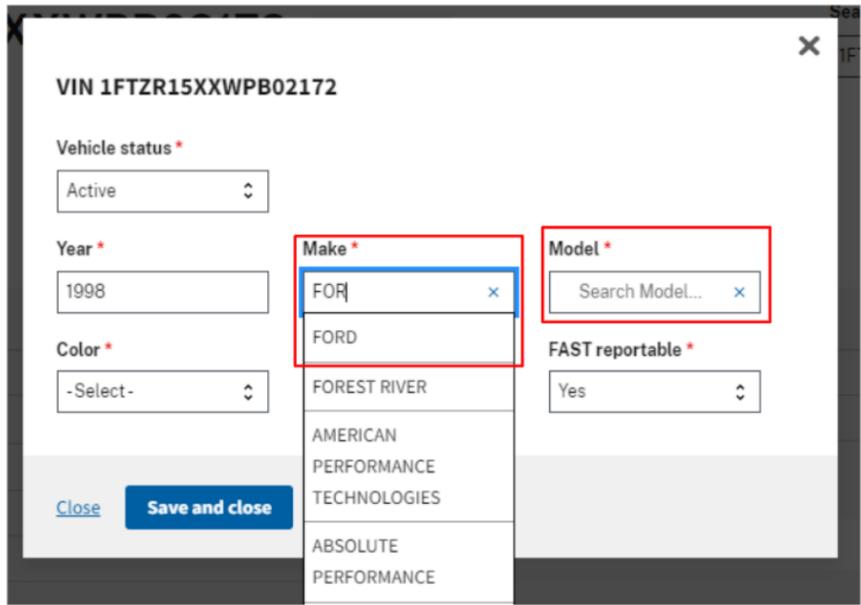
Email	gKpfjRHziold@rHipALuNRnHaoW
Name	QENKUATUCKW
Address	FRRWRMRKGRFUEOU TO OBU52QO LKDQQPUPQWDORU, CA 518967419
Phone	281-707-9774 ext. 0

[Edit](#)

POINT OF CONTACT #2

Email	gKpfjRHziold@rHipALuNRnHaoW
Name	QENKUATUCKW
Address	FRRWRMRKGRFUEOU TO OBU52QO LKDQQPUPQWDORU, CA 518967419
Phone	281-707-9774 ext. 0

[Edit](#)

	<p>Agency and point of contact information</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>POINT OF CONTACT #1</p> <p>Email <input type="text" value=""/></p> <p>Name <input type="text" value=""/></p> <p>Address <input type="text" value=""/></p> <p>Phone <input type="text" value=""/></p> <p>Edit</p> </div> <div style="width: 48%;"> <p>POINT OF CONTACT #2</p> <p>Email sjz@x2ZD@ZzGwvvD</p> <p>Name jevrPemSxCLpuz</p> <p>Address fxg t 5Y rYo93NdvAnutlrn9ep Wdcwnouara, DC, 319452351</p> <p>Phone 258-964-2475 ext. 0</p> <p>Edit</p> </div> </div>
<p>Step 3. Update all of the missing required fields, then select 'Save and Close'.</p> <p>NOTE:</p> <ul style="list-style-type: none"> If it is not obvious which tile is missing critical information, click the <i>Edit</i> button in the PoC boxes to ensure the first and last name are input correctly. (First and Last name are 2 separate fields in the Update model, although they appear as one in the POC information box) 	 <p>VIN 1FTZR15XXWPB02172</p> <p>Vehicle status * Active</p> <p>Year * 1998</p> <p>Color * -Select-</p> <p>FAST reportable * Yes</p> <p>Make * FOR FORD FOREST RIVER AMERICAN PERFORMANCE TECHNOLOGIES ABSOLUTE PERFORMANCE</p> <p>Model * Search Model...</p> <p>Close Save and close</p>

POINT OF CONTACT #2

Email	sjzax2ZD@ZzGwvvD
Name	jevriPemSxCLpuz
Address	fxg t 5Y rYo93NdvAnutlrn9ep Wdcwnouara, DC, 319452351
Phone	258-964-2475 ext. 0

[Edit](#)

Update point of contact #2

Update information for this point of contact or change to a different point of contact.

Email: sjzax2ZD@ZzGwvvD [Change to a different point of contact](#)

First name * Last name * jevriPemSxCLpuz

MAILING ADDRESS

Country * Afghanistan

Street address * fxg

Street address 2 (Optional) t 5Y rYo93NdvAnutlrn9ep

City * Wdcwnouara State / Province / Region * DC

Zip * 319452351

PHONE NUMBER

Phone number * 2589642475 Extension 0

[Close](#) [Save and close](#)

Step 4. A confirmation message will appear at the top of the screen to indicate the update is complete. The registration status will update to show the vehicle is *Registered*.

[Home](#) > [Vehicle Inventory](#) > VIN 1C3EJ56H7WN265544

✔ Vehicle was successfully updated.

VIN 1C3EJ56H7WN265544 AGENCY OWNED

1998 Ford F150

[ZAA8326](#)

Registration status	Registered
Registered by	—
Registered on	11/05/2021 · 10:51 pm
VIN verified by	Unknown

Search vehicles by VIN number

1C3EJ56H7WN265544

Comments 0

[Registration Actions](#)

d. Reporting your vehicle as Stolen or Sold

Step 1. Select the vehicle from the Vehicle Inventory Listing by clicking on the VIN.

<input type="checkbox"/>		↕ Vehicle	↕ Plate Number	↓ Registered	↕ Agency	Actions
<input type="checkbox"/>	>	2007 FORD F150 109F16133U21739	-	● Registered	Department of Veterans Affairs	...
<input type="checkbox"/>	>	1991 FORD FORD FIESTA 1234RTEST	-	● Registered	General Services Administration	...
<input type="checkbox"/>	>	1991 FORD FOCUS 14871531	-	● Unregistered	General Services Administration	...

Step 2. On the Vehicle Registration Details page, click the *Edit* button located in the Vehicle Information box.

VEHICLE

VIN	109F16133U21739
VIN type	Standard VIN
Vehicle Status	<input checked="" type="radio"/> Active
Year	2007
Make	FORD
Model	F150
Color	Black
Fuel Type	Diesel - B20 BioDiesel
FAST reportable	Yes

[Edit](#)

Step 3. Select the dropdown under *Vehicle Status* and select *Missing/Stolen* or *Sold*. A message will appear showing that the vehicle and license plate statuses will be changed upon clicking *Save and Close*.

VIN 1B9BU08194E584859

⚠ When this vehicle is updated to missing/stolen status:

- The attached license plate **A0325T** will be removed from the vehicle registration
- The vehicle will become **unregistered**
- License plate **A0325T** will be updated to the status of missing

Vehicle status *

Missing/Stolen ▾

-Select -

Active

Missing/Stolen

Sold

Make * BEAR TRACK PRODL ×

Model * Bear Track Products, ×

Fuel type * Non-Fueled Equipme ▾

FAST reportable * No ▾

[Close](#) Save and close

VIN 1B9BU08194E584859

⚠ When this vehicle is updated to sold status:

- The attached license plate **A0325T** will be removed from the vehicle registration
- The vehicle will become **unregistered**
- You will need to submit license plate **A0325T** for destruction

Vehicle status *

Sold ▾

-Select -

Active

Missing/Stolen

Sold

Make * BEAR TRACK PRODL ×

Model * Bear Track Products, ×

Fuel type * Non-Fueled Equipme ▾

FAST reportable * No ▾

[Close](#) Save and close

Step 4. A confirmation message will appear showing the vehicle status has been changed. This message will also contain necessary next steps. Clicking the License Plate hyperlink will take the user to the License Plate details page where the plate can be submitted for destruction.

NOTE:

- If the vehicle is exempt from displaying US Federal Government license plates, there is no License Plate Removal message displayed and only the Vehicle Status is updated.

✔ Vehicle was successfully updated.

⚠ License plate has been removed from the vehicle

License plate A0325T with expiration date **11/2022** has been removed from the vehicle. The status of **unattached** has been applied to both A and B plates (if a 2-plate set).

What to do next:

Please submit license plate [A0325T](#) for destruction

VIN 1B9BU08194E584859 AGENCY OWNED

2001 BEAR TRACK PRODUCTS BEAR TRACK PRODUCTS, INC.

● Unregistered

VEHICLE	
VIN	1B9BU08194E584859
VIN type	Standard VIN
Vehicle Status	● Sold
Year	2001

Search vehicles by VIN number

1B9BU08194E584859 ×

Comments 0

VEHICLE

LICENSE PLATE