Vehicle Registration

GSAfleet.gov User Guide

Updated October 12, 2022

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Updates

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- Updated Vehicle Details Page for Inventory Management participating customers
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- "Vehicle Type" changed to "Vehicle Group" with additional grouping categories "Low Speed Electric Vehicle" and "Other"
- Customer Fleet Managers are now able to update the Bureau and office code for vehicles and license plate orders for Bureaus/offices within their authority level

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. Select the "Create account" button.

License Plates

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.

Step 1. Log into GSAFleet.gov (if you do not have an account, you will need to create one).

Step 2. From the main menu, select *License Plate Orders*.

MANAGE MY FLEET

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.

Step 3. From the License Plate Orders Page, key in the UNICOR order number in the *Search by order number* box or use the left-hand filters to find your order.

Search by order number 🔍	↕ Order number	↕ Date ordered	↕ Date shipped	↕ Status	↕ Point of contact	Actions
FILTERS						
Order Status ＋						
Point of contact ＋		No license plate orders showing				
		Add or remove filters to search license plate orders				

Step 4. Once the order number is located, click on the order number hyperlink 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 ✕	↕ Order number	↕ Date ordered	↕ Date shipped	↕ Status	↕ Point of contact	Actions
4516GIBSON ✕						
FILTERS ✕ Reset All	> 4516GIBSON	-	1/11/2022	● Shipped	MINNIE MOUSE	•••
Order Status ＋						
Point of contact ＋	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.*

NOTE:
Only plates in *Received* status will be available to be added to vehicles during the registration process.

License Plates

Total plates: 12

[✓ Reconcile full license plate order]

FILTERS

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	•••

FILTERS side panel: Plate number +, Plate details +, Plate status +

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.

NOTE:
Only plates in *Shipped* and *Pending Destruction* status can be updated to *Received.*

Success! The plates in this order have been updated to Received and you may now register vehicles to these license plates.

Reporting Plates as Lost/Stolen or Damaged

Step 1. Select the *License Plates* tile on the home page.

MANAGE MY FLEET

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.

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.

License Plate Inventory

Bulk Actions ˅

Search by plate number

000077 ✕

000077 ✕

FILTERS

✕ Reset All

			Plate Number ↓	Plate Status ↕	A or B ↕	Expiration ↕	Agency ↕	Actions
FSR ＋	☑	＞	000077	● Attached	A	00/0000	Department of the Navy	•••
Agency ＋	☐	＞	000077	● Attached	B	00/0000	Department of the Navy	•••

Plate type ＋

Ownership ＋

10 ↕ items per page

Displaying 1-2 of **2 items**

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

License plate A status	● Attached
License plate B status	● Attached
Expiration Date	00/0000
UNICOR order	—
Last Updated	—

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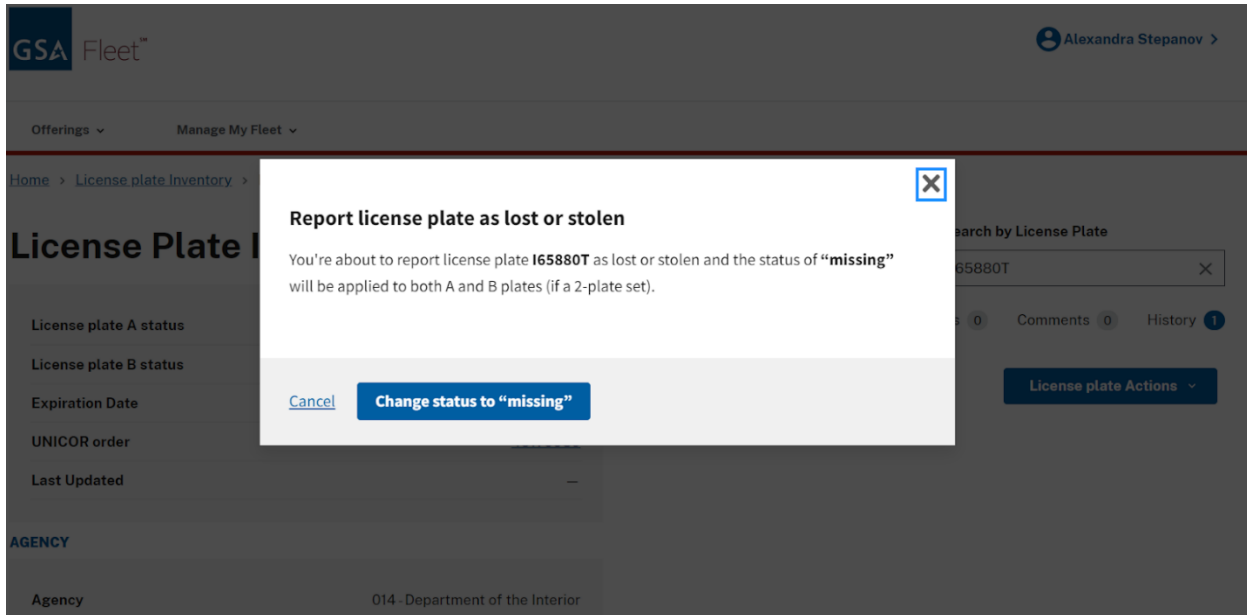
Step 5. Review the information in the message at the top of the screen and follow the instructions for what to do after reporting your license plate as missing.
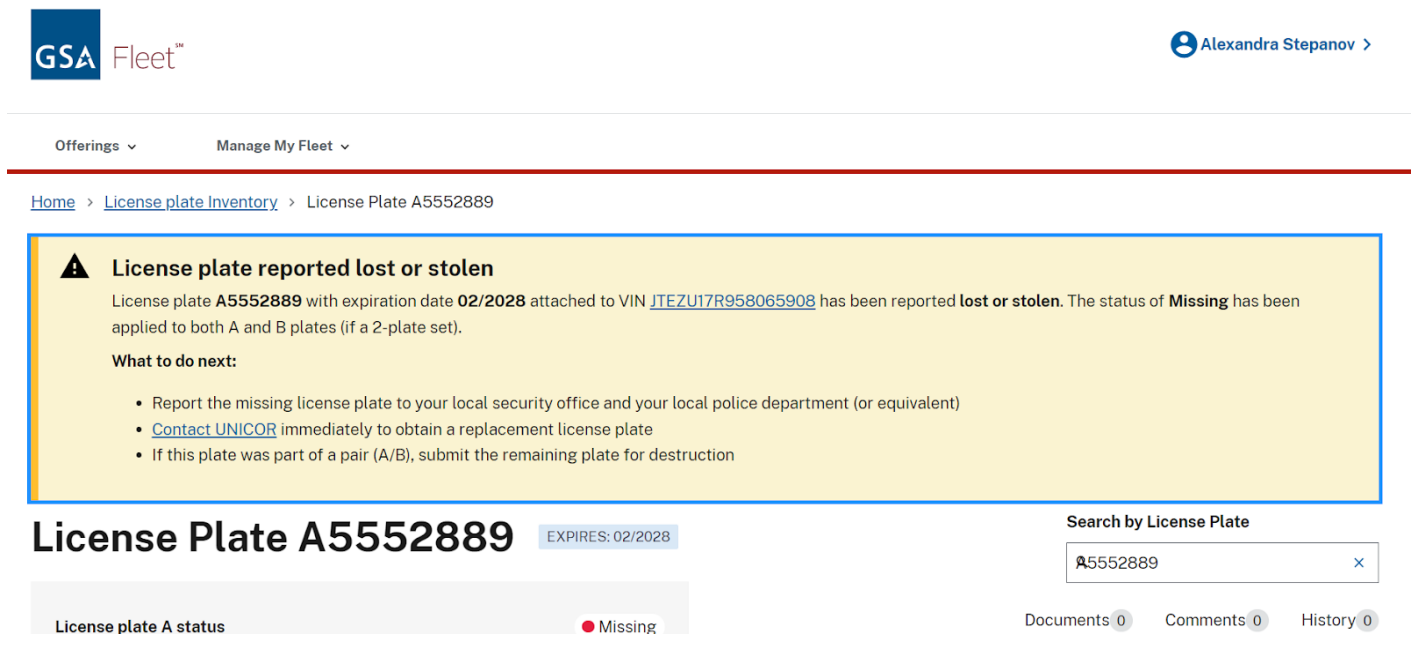
Submitting Your License Plate for Destruction

Step 1. On the home page, click the *License Plate* tile.

MANAGE MY FLEET

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.

Step 2. Select the checkbox on the row(s) of the license plate(s) that are to be destroyed.

NOTE:
Filtering by the *Unattached* plate status will display all of the plates recently unattached from vehicles that are ready to be destroyed.

License Plate Inventory

		Plate Number	Plate Status	A or B	Expiration	Agency	Actions
☑	>	A372858	● Unattached	A	01/2023	012 - Department of Agriculture	...
☑	>	A372858	● Unattached	B	01/2023	012 - Department of Agriculture	...
☑	>	A372862	● Unattached	A	01/2023	012 - Department of Agriculture	...
☐	>	A372862	● Unattached	B	01/2023	012 - Department of Agriculture	...
	>	A376487	● Unattached	A	05/2024	012 - Department	...

FILTERS × Reset all

1 filter applied —

Plate status
Unattached ⊗

License plate +

FSR —

🔍 sample@gsa.gov

Agency +

Plate status —

☐ Attached
☐ Shipped
☐ Received
☐ Missing
☐ Pending destruction
☐ Destroyed
☑ Unattached

Hide filters | Export to CSV ✉ | Bulk actions ˅

Step 3. 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. **To obtain a free UPS shipping label from UNICOR, please send an email with the pick up address and weight of the shipment to unicor.tag.recycling@usdoj.gov and UPS will email you a shipping label to put on your box. Selecting *No, I need a shipping label* will NOT ALLOW the user to advance through the destruction workflow.**

Step 4. Review the list of plates that will be included in the destruction record and hit *Next.*

NOTE:
Plates can be removed from the process by clicking *Remove* in the *Actions* column.

Step 5. 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.

Step 6. 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.*

Step 7. 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.

> ✅ 3 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.

Plate Number	Plate Status	A or B	Expiration	Agency
A372862	● Pending destruction	B	01/2023	
A372862	● Pending destruction	A	01/2023	
A372858	● Pending destruction	B	01/2023	
A372858	● Pending destruction	A	01/2023	

Changing a Plate from *Missing* status to *Active* status

Step 1. From the License Plate Inventory page, filter by plate status and select *Missing.*
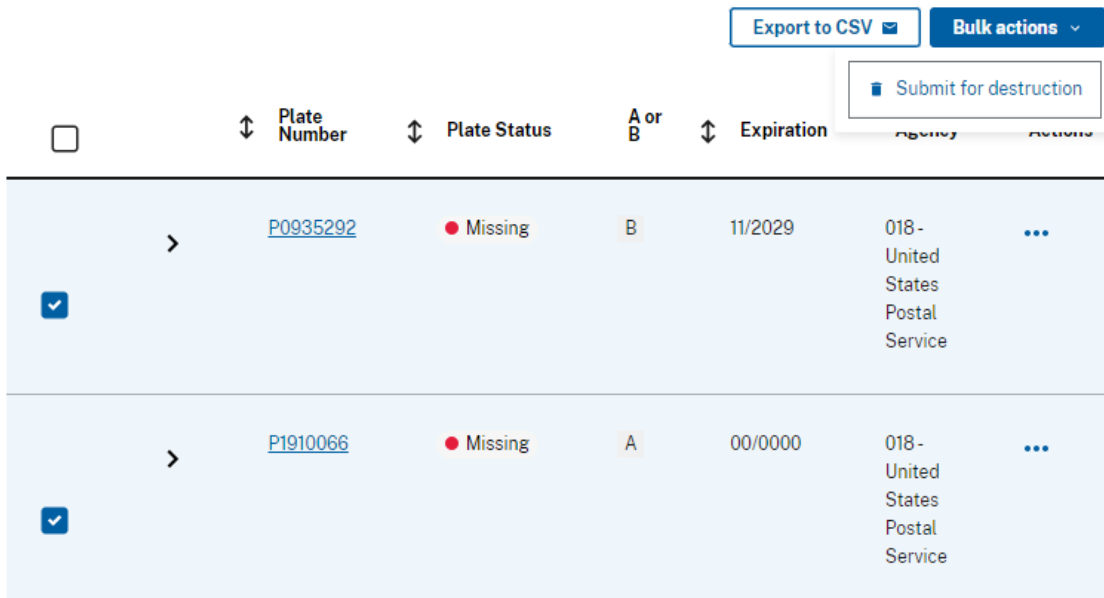
Step 2. Select the plates that need to be changed.

Step 3. Click the *Bulk Actions* button in the top right corner, then select *Submit for destruction.*

Step 4. Click *Yes.* Enter "0" or "n/a" in the *How many boxes are in your shipment?* field and *UPS tracking number for shipment.* Click *Begin license plate destruction process.*

Step 5. Click *Next.*

License Plate Destruction Process

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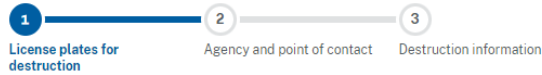
① of 3 **License plates for destruction**

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
P5910207	● Missing	A	00/0000	018 - United States Postal Service	Remove

Next →

Step 6. Enter "return to received" as the reason for return, scroll to the bottom, and click *Submit plates for destruction*

Once all the plates are in "pending destruction" status, return to the license plate inventory page.

Returning information

Please include a reason for returning the license plates.

Reason for returning plates *

Return to received

Step 7. Search by plate number on the license plate inventory page. Click the 3 dots in the *Actions* column and select *Reconcile license plate.* Click *Reconcile license plate.*
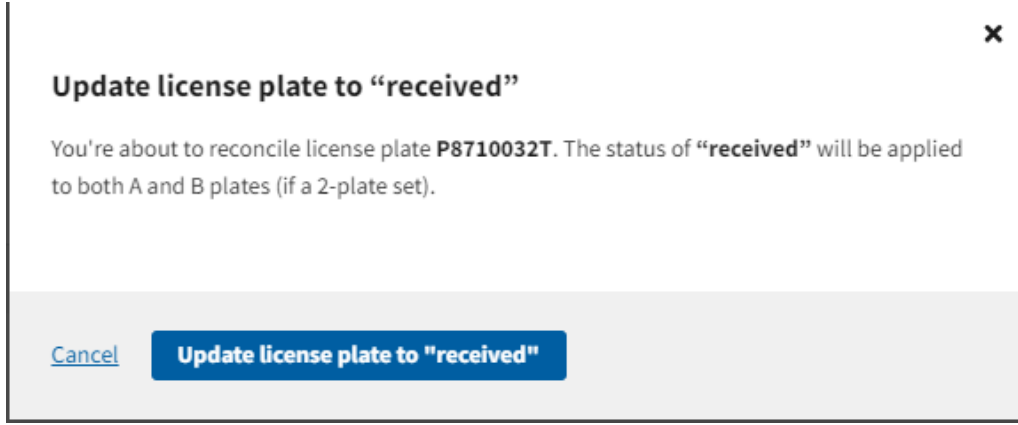
Step 8. Click *Update license plate to "received"*

A confirmation will appear at the top saying the plate status was updated to "received". Additionally, the status will be updated to next to the plate listing.

Vehicle Registration

There are two methods to begin the registration process:

Method A: For Vehicles ordered through GSA AutoChoice
Method B: Non-standard Vehicle Registrations

Vehicles Ordered Through GSA AutoChoice

Step 1. From the main menu, select vehicle inventory.

MANAGE MY FLEET

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.
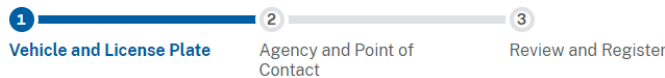
Step 2. Filter vehicles by registration type, click "unregistered." Select the vehicle you would like to register. Click on the *Action Ellipses* under actions and select "register vehicle."

Move to step 3.

Step 2b. On the Vehicle Registration page, key in the VIN of the vehicle you want to register.

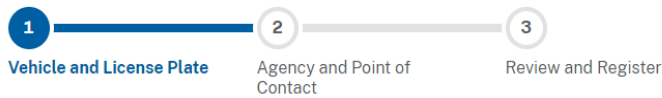**Step 3.** Complete all the required fields.

NOTE:

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

For **Trailers and Motorcycles**, please ensure that the correct *Vehicle Type* is selected before entering the plate as this directly affects the plate options. For many agencies, plate numbers that end in a "T" (trailers) or "M"(motorcycles) can only be used for specific vehicle types.

Vehicle Registration

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

1 —— **2** —— **3**

Vehicle and License Plate   Agency and Point of Contact   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 *

| WBA3B3G51FNR96850 | NHTSA VERIFIED

Vehicle type *

| Standard Vehicle |

Year *	**Make** *	**Model** *	**Color** *
2015	BMW	328i	- Select -

Fuel Type *	**Fast Reportable** *
- Select -	Yes

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 license plate will populate in the fields next to the license 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 license plate* field.
- For **Trailers and Motorcycles**, please ensure that the correct *Vehicle Type* is selected before entering the plate as this directly affects the plate options. For many agencies, plate numbers that end in a "T" (trailers) or "M"(motorcycles) can only be used for specific vehicle types.

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. Governmment license plates

Federal License Plate *

| AOC022 | ✕ |

AOC022C

AOC022P

Federal License Plate Expiration Date   —

Bureau   —

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 ━━━ ② ━━━ ③
Vehicle and license plate   Agency and point of contact   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 *	Bureau *	Office
Department of Housing and Urban Development	- Select -	- 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.

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

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   **POINT OF CONTACT #2**

Email *   Email *

| MINNIE.MOUSE@GSA.GOV | ✅ |

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

Remove   **Edit**

← **Previous**   **Next →**

← Cancel registration

Please provide additional information for this point of contact.   **Suggested address**

Please select an address option *

Email *

DONALD.DUCK@GSA.GOV

○ Use address as was entered:
1800 F ST
WASHINGTON, DC 20006__

First Name *   Last Name *

DONALD   DUCK

● Use the USPS verified address:
1800 F ST NW
WASHINGTON, DC 20270

MAILING ADDRESS

Country *

United States of America

Edit address   **Save and close**

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**

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 *

| MINNIE.MOUSE@GSA.GOV | ✅ |

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

Remove   Edit

POINT OF CONTACT #2

Email *

| DONALD.DUCK@GSA.GOV | ✅ |

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			

Agency and point of contact information

Registration for federally owned and operated vehicles with GSA. All vehicle registrations must must contain the following: a valid VIN, a federal license plate, and **two points of contact.**

POINT OF CONTACT #1

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

Edit

POINT OF CONTACT #2

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

Edit

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 *Registered.*

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.

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 **1XKDDB9X1RS628366** 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).
- For Trailers and Motorcycles, please ensure that the correct *Vehicle Type* is selected before entering the plate as this directly affects the plate options.
- If the Make/Model name is not listed, please select "UNKNOWN" as the Make and Model name.

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 *

| 1XKDDB9X1RS628366 | | USER VERIFIED |

Vehicle type *

-Select-

| Year * | Make * | Model * | Color * |
| | Q Search Makes... | Q Search Models... | -Select- |

Fuel Type *

-Select-

Fast Reportable *

Yes

Step 4. Continue through the rest of the registration process as mentioned above in the "Vehicles Ordered Through GSA AutoChoice" registration section.

Vehicle Registration Card

Printing Individual Vehicle Registration Cards

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

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.

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.

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.

Step 1.Click on the *Action Ellipses* to the right of the vehicle listing and select 'Edit Vehicle Registration'.
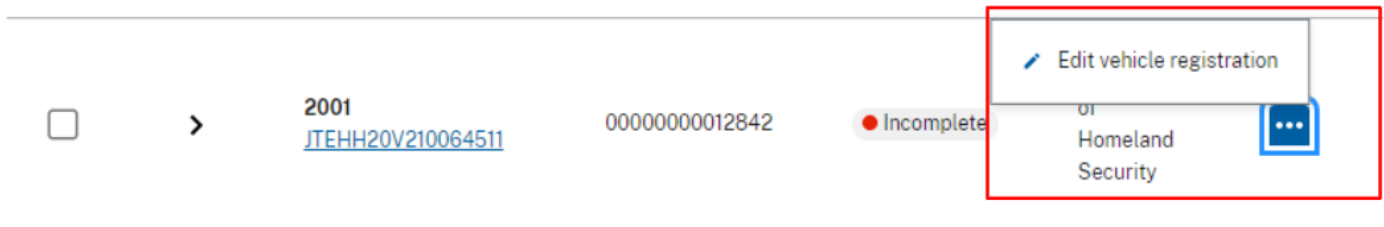
Step 2. Click on the Edit button in the section(s) where there is a hyphen (-) next to a mandatory field indicating that the field is empty.

NOTE:
"UNKNOWN" is an acceptable value for Make or Model if the Vehicle Type is "Trailer"

ⓘ **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 —

0007NF

● Incomplete

Search vehicles by VIN number

| 1B9AM09146M527102 | ✕ |

Comments 0

VEHICLE

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

[Edit]

LICENSE PLATE

License plate	0007NF
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

Agency and point of contact information

POINT OF CONTACT #1

Email	gKpfjRHzjpld@rHipALuNRnHaoW
Name	QNENKUATUCKW
Address	FRROWRMRKGRFUEOU T0 OBU52QO LKDQQPUPQWDORU, CA 518967419
Phone	281-707-9774 ext. 0

[Edit]

POINT OF CONTACT #2

Email	gKpfjRHzjpld@rHipALuNRnHaoW
Name	QNENKUATUCKW
Address	FRROWRMRKGRFUEOU T0 OBU52QO LKDQQPUPQWDORU, CA 518967419
Phone	281-707-9774 ext. 0

[Edit]

Agency and point of contact information

POINT OF CONTACT #1

Email	—
Name	—
Address	— —
Phone	—

[Edit]

POINT OF CONTACT #2

Email	sjz@x2ZD@ZzGwvvD
Name	jevrPemSxCLpuz
Address	fxg t 5Y rYo93NdvAnutlrn9ep Wdcwnouara, DC, 319452351
Phone	258-964-2475 ext. 0

[Edit]

Step 3. Update all of the missing required fields, then select 'Save and Close'.

NOTE:
If it is not obvious which tile is missing critical information, click the Edit 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).

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.*

Reporting Your Vehicle as Stolen or Sold

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

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

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.*

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.

Exporting Vehicle Data

Step 1. From the home screen, click vehicle inventory.

Step 2. Filter the vehicles you would like to export and click the *Export to CSV* button that will appear in the upper right hand side of the screen next to the *Actions* button.

Step 3. A confirmation message will appear stating that the data will be emailed to the user.
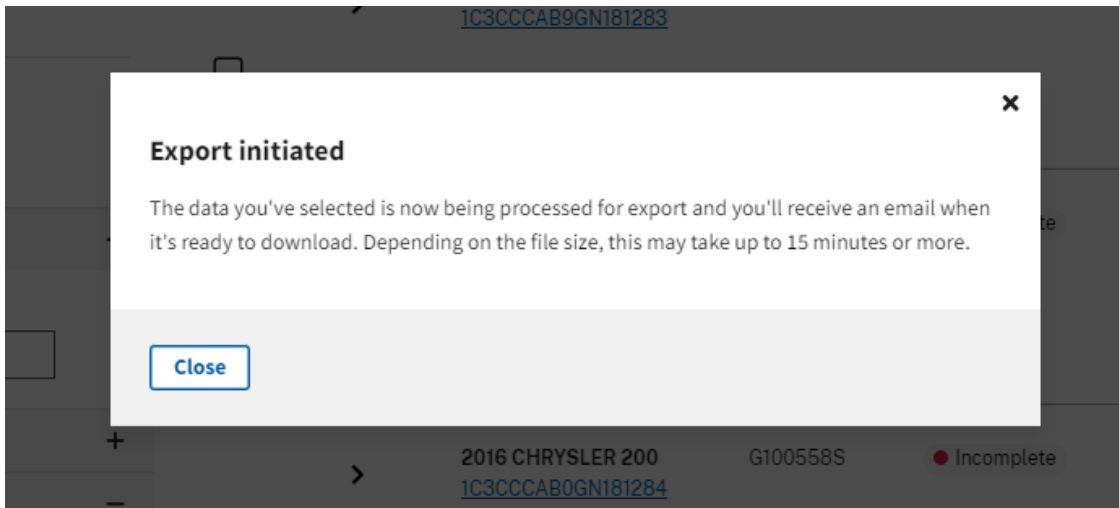
Step 4. Once the email is received, click the link to download the .csv spreadsheet.