



Vehicle Registration

GSAfleet.gov User Guide

Updated October 12, 2022

Table of Contents

| | |
|---|----|
| Table of Contents | 2 |
| Introduction..... | 3 |
| Updates | 3 |
| What is GSAFleet.gov..... | 3 |
| Creating an Account and Logging In | 3 |
| Vehicle Registration Service | 3 |
| License Plates | 4 |
| License Plate Reconciliation | 4 |
| Reporting Plates as Lost/Stolen or Damaged..... | 7 |
| Submitting Your License Plate for Destruction | 9 |
| Changing a Plate from <i>Missing</i> status to <i>Active</i> status | 13 |
| Vehicle Registration..... | 18 |
| Vehicles Ordered Through GSA AutoChoice | 18 |
| Non-Standard Vehicle Registration | 25 |
| Vehicle Registration Card | 28 |
| Printing Individual Vehicle Registration Cards | 28 |
| Bulk Printing Vehicle Registration Cards | 29 |
| Updating Vehicle Registration Information | 30 |
| Reporting Your Vehicle as Stolen or Sold | 33 |
| Exporting Vehicle Data..... | 35 |

Introduction

Updates

- Newly Added Inventory Management functionality
- Vehicle Recalls
- Vehicle Reports Manager
- Vehicle Mileage History
- Vehicle Expenses
- Updated Vehicle Details Page for Inventory Management participating customers
- Vehicle Registration Update
- “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 x

Order number | Date ordered | Date shipped | Status | Point of contact | Actions

| 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

Vehicle Registration

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 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 | ... |

Vehicle Registration

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*.



96 license plates will be updated to received

By changing the status of license plates to **received** you are recording physical receipt of these license plates.

If any license plate on the order was **damaged** or is **missing** please update the status of each license plate **before** completing this step.

[Cancel](#)

[Reconcile 96 license plates](#)

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

[Home](#) > [License Plate Orders](#) > UNICOR Order 45174730



96 license plates on UNICOR order #45174730 have been updated to received

UNICOR Order #45174730

Order status

● Received

Updated by

[Michael K. Smith](#)

Date updated

08/26/2021 • 10:03 a.m.

Vehicle Registration

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](#)

- FSR +
- Agency +
- Plate type +
- Ownership +

| <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 | ⋮ |

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 | — |

VEHICLE

| | |
|----------------|----------------------------------|
| VIN | 1GCGG25C09119294 |
| Vehicle status | ● Active |
| Year | 2009 |
| Make | Chevrolet |

AGENCY

| | |
|--------|-------------------------------------|
| Agency | 017 - Department of the Navy |
| Bureau | 30 - Commandant of the Marine Corps |
| Office | — |

Search by License Plate

000077 ×

Documents 0 Comments 0 History 1

License plate Actions ▾

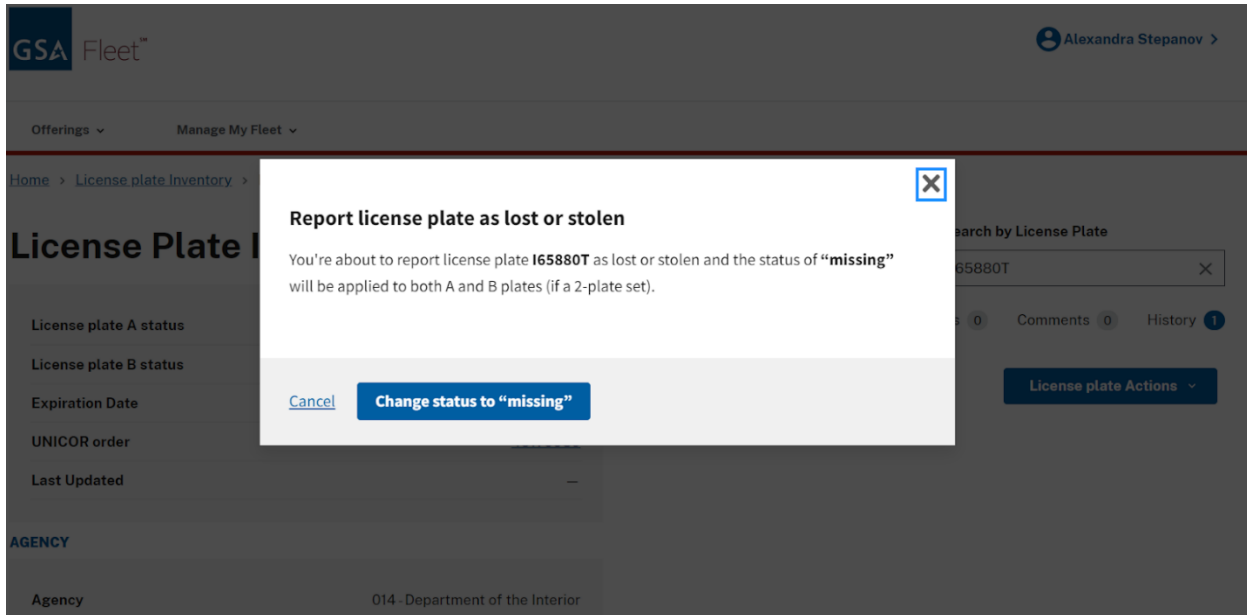
- View license plate history
- ▲ Report license plate lost or stolen
- ▲ Report license plate damaged
- 🗑️ Submit plate for destruction

Vehicle Registration

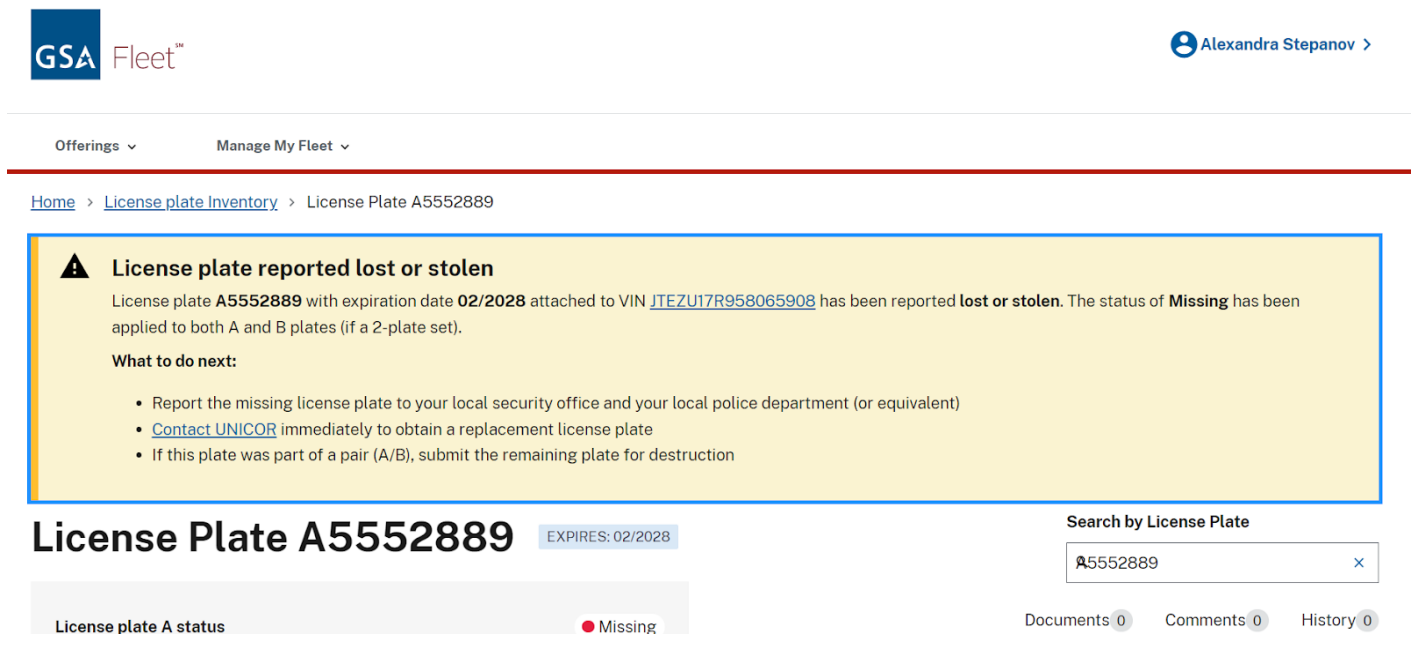
Step 4. A pop-up will appear. Click the *Change status to “missing”* button to change the status.

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.



Vehicle Registration

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

Hide filters | Export to CSV | Bulk actions

| FILTERS | Plate Number | Plate Status | A or B | Expiration | Agency | Actions |
|--|---|--------------|--------|------------|---------------------------------|---------|
| <input checked="" type="checkbox"/> 1 filter applied Plate status: Unattached | <input checked="" type="checkbox"/> > A372858 | ● Unattached | A | 01/2023 | 012 - Department of Agriculture | ... |
| License plate: + FSR: - sample@gsa.gov | <input checked="" type="checkbox"/> > A372858 | ● Unattached | B | 01/2023 | 012 - Department of Agriculture | ... |
| Agency: + Plate status: - | <input checked="" type="checkbox"/> > A372862 | ● Unattached | A | 01/2023 | 012 - Department of Agriculture | ... |
| <input type="checkbox"/> Attached <input type="checkbox"/> Shipped <input type="checkbox"/> Received <input type="checkbox"/> Missing <input type="checkbox"/> Pending destruction <input type="checkbox"/> Destroyed <input checked="" type="checkbox"/> Unattached | <input type="checkbox"/> > A372862 | ● Unattached | B | 01/2023 | 012 - Department of Agriculture | ... |
| | <input type="checkbox"/> > A376487 | ● Unattached | A | 05/2024 | 012 - Department | ... |

Vehicle Registration

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.**

3 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

Before you begin, 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.

[Close](#)

3 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 *

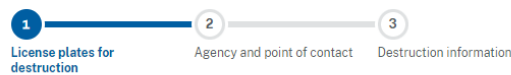
[Close](#)

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.

License Plate Destruction Process



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 |
|-------------------------|--------------|--------|------------|-------------------------------|------------------------|
| A372862 | Unattached | A | 01/2023 | 012-Department of Agriculture | Remove |
| A372858 | Unattached | B | 01/2023 | 012-Department of Agriculture | Remove |
| A372858 | Unattached | A | 01/2023 | 012-Department of Agriculture | Remove |

[Cancel and clear all license plates](#)

Vehicle Registration

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.

[Home](#) > [License Plate Inventory](#) > License Plate Destruction Process

License Plate Destruction Process



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 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*.

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? *

0

UPS tracking number

Enter UPS tracking number [+ Add tracking number](#)

| UPS tracking number | Actions |
|---------------------|------------------------|
| na | 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](#)

Vehicle Registration

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 | |

Vehicle Registration

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

Step 1. From the License Plate Inventory page, filter by plate status and select *Missing*.

License Plate Inventory

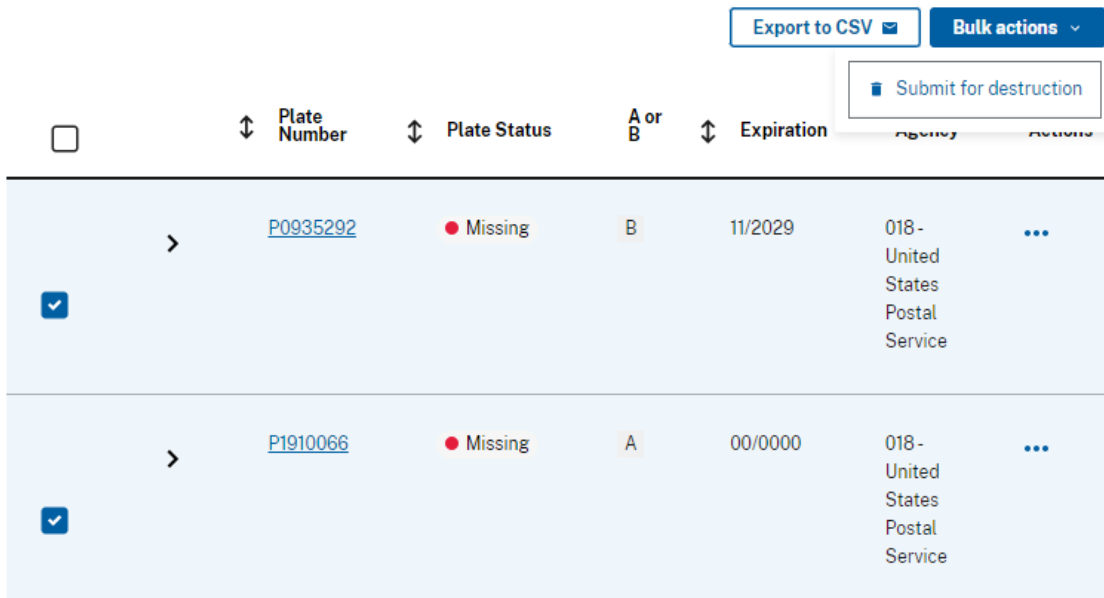
| FILTERS | <input type="checkbox"/> | ↕ Plate Number | ↕ Plate Status | A or B | ↕ Expiration | Agency | Actions |
|---|--------------------------|----------------------------|----------------|--------|--------------|------------------------------------|---------|
| 1 filter applied <input type="button" value="Reset all"/> | | | | | | | |
| Plate status | <input type="checkbox"/> | > P0935292 | ● Missing | B | 11/2029 | 018 - United States Postal Service | ... |
| License plate | <input type="checkbox"/> | > P1910066 | ● Missing | A | 00/0000 | 018 - United States Postal Service | ... |
| Plate type | <input type="checkbox"/> | > P4910248 | ● Missing | A | 00/0000 | 018 - United States Postal Service | ... |
| Plate status | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Attached | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Shipped | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Received | <input type="checkbox"/> | | | | | | |
| <input checked="" type="checkbox"/> Missing | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Pending destruction | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> Destroyed | <input type="checkbox"/> | | | | | | |

Step 2. Select the plates that need to be changed.

| | | | | | | | |
|-------------------------------------|---|--------------------------|-----------|---|---------|------------------------------------|-----|
| <input checked="" type="checkbox"/> | > | P0935292 | ● Missing | B | 11/2029 | 018 - United States Postal Service | ... |
| <input checked="" type="checkbox"/> | > | P1910066 | ● Missing | A | 00/0000 | 018 - United States Postal Service | ... |
| <input type="checkbox"/> | > | P4910248 | ● Missing | A | 00/0000 | 018 - United States Postal Service | ... |

Vehicle Registration

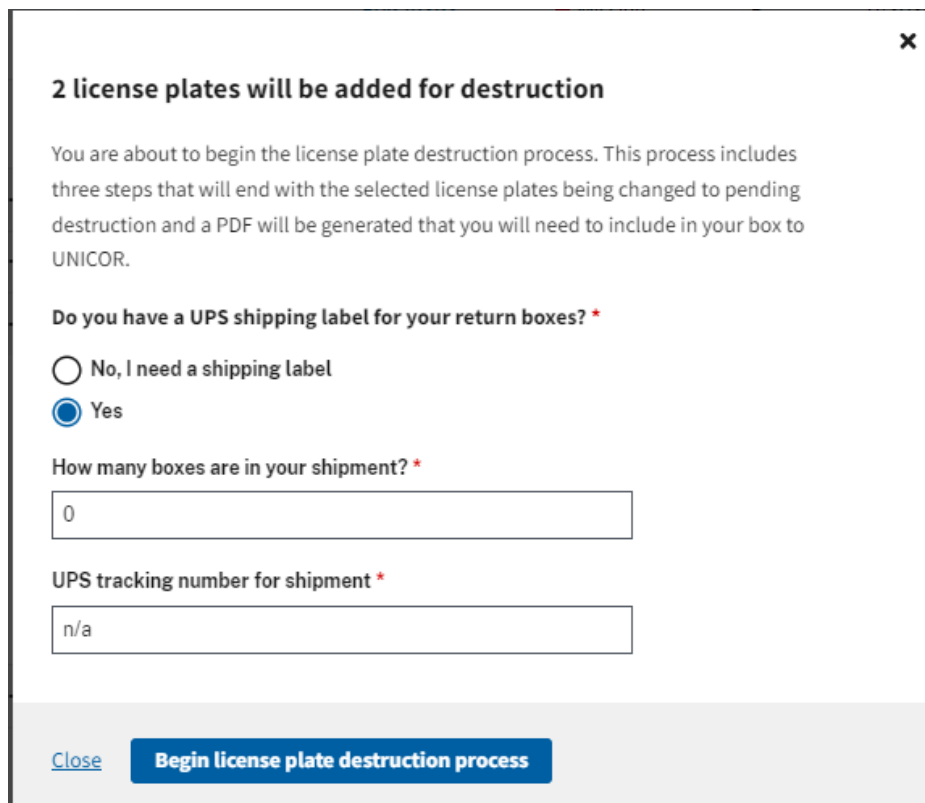
Step 3. Click the *Bulk Actions* button in the top right corner, then select *Submit for destruction*.



The screenshot shows a table with columns: **Plate Number**, **Plate Status**, **A or B**, **Expiration**, **Agency**, and **Actions**. Two rows are visible, both with a red dot indicating a 'Missing' status. The first row has plate number [P0935292](#), status 'Missing', type 'B', and expiration '11/2029'. The second row has plate number [P1910066](#), status 'Missing', type 'A', and expiration '00/0000'. Both rows have a checkmark in the first column and a three-dot menu in the last column. In the top right corner, there are two buttons: 'Export to CSV' and 'Bulk actions'. The 'Bulk actions' dropdown menu is open, showing the option 'Submit for destruction'.

| | Plate Number | Plate Status | A or B | Expiration | Agency | Actions |
|-------------------------------------|--------------------------|--------------|--------|------------|------------------------------------|---------|
| <input checked="" type="checkbox"/> | P0935292 | Missing | B | 11/2029 | 018 - United States Postal Service | ... |
| <input checked="" type="checkbox"/> | P1910066 | Missing | A | 00/0000 | 018 - United States Postal Service | ... |

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*.

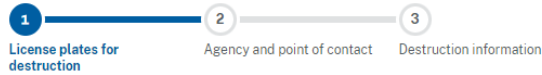


The dialog box has a title bar with a close button (X) in the top right corner. The main heading is **2 license plates will be added for destruction**. Below the heading is a paragraph: "You are about to begin the license plate destruction process. This process includes three steps that will end with 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." Below this is a question: **Do you have a UPS shipping label for your return boxes? *** with two radio button options: No, I need a shipping label and Yes. Below that is another question: **How many boxes are in your shipment? *** with a text input field containing the value '0'. Below that is a third question: **UPS tracking number for shipment *** with a text input field containing the value 'n/a'. At the bottom left is a [Close](#) link, and at the bottom right is a blue button labeled **Begin license plate destruction process**.

Vehicle Registration

Step 5. Click *Next*.

License Plate Destruction Process



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 *

Vehicle Registration

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*.

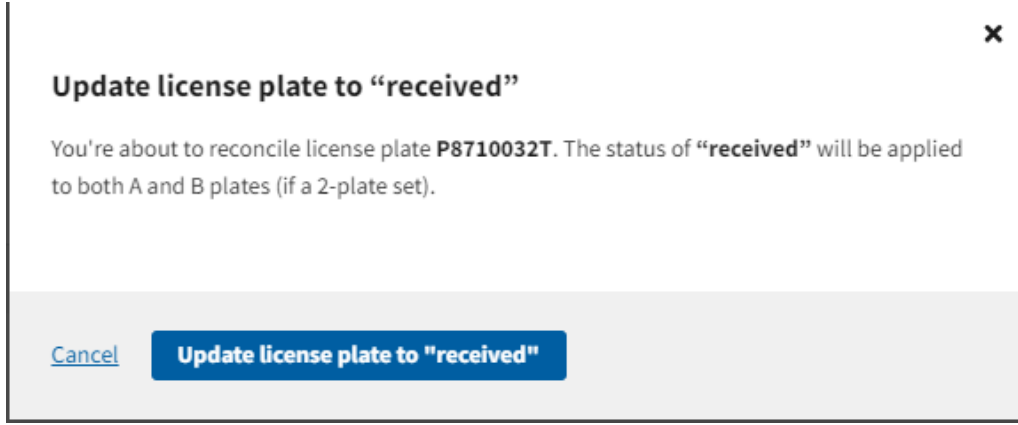
The screenshot displays a web interface for license plate management. On the left, a 'FILTERS' sidebar contains several sections: 'License plate' with a search box containing 'P8710032T', 'License plate' with a search box containing 'P8710032T', 'Plate type' with checkboxes for 'Motorcycle' and 'Trailer', and 'Plate status'. The main table has columns for 'Plate Number', 'Plate Status', 'A or B', 'Expiration', 'Agency', and 'Actions'. Two rows are visible, both for plate number 'P8710032T'. The first row has a status of 'Received' and an expiration of '10/2029'. The second row has a status of 'Pending destruction' and an expiration of '10/2029'. The 'Actions' column for the second row is open, showing options for 'View license plate details' and 'Reconcile license plate'. At the bottom, there is a pagination control showing '10 items per page' and 'Displaying 1-2 of 2 items'.

| Filters | Plate Number | Plate Status | A or B | Expiration | Agency | Actions |
|---|--------------|---------------------|--------|------------|----------------------------------|---|
| 1 filter applied License plate: P8710032T | P8710032T | Received | B | 10/2029 | 018-United States Postal Service | ... |
| License plate: P8710032T Search by plate number: P8710032T Plate type: Motorcycle, Trailer Plate status: | P8710032T | Pending destruction | A | 10/2029 | 018- | View license plate details Reconcile license plate |

Vehicle Registration

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.



[Home](#) > License Plate Inventory

The status of license plate **P8710032T** has been updated to **received**.

License Plate Inventory

[Hide filters](#) [Export to CSV](#) [Bulk actions](#)

| FILTERS | <input type="checkbox"/> | ↕ Plate Number | ↕ Plate Status | A or B | ↕ Expiration | Agency | Actions |
|--|--------------------------|---------------------------|-------------------------|--------|--------------|------------------------------------|---------|
| 1 filter applied Reset all | <input type="checkbox"/> | P8710032T | ● Received | B | 10/2029 | 018 - United States Postal Service | ... |
| License plate <input type="text" value="P8710032T"/> | <input type="checkbox"/> | | | | | | |
| License plate | <input type="checkbox"/> | P8710032T | ● Received | A | 10/2029 | 018 - United States Postal Service | ... |
| Search by plate number <input type="text" value="P8710032T"/> | <input type="checkbox"/> | | | | | | |
| P8710032T | <input type="checkbox"/> | | | | | | |
| Plate type | <input type="checkbox"/> | | | | | | |

10 items per page Displaying 1-2 of 2 items

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.

Vehicle Registration

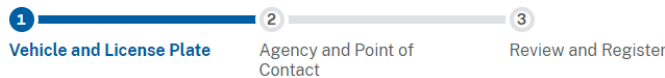
Step 2. Filter vehicles by registration type, click “unregistered.” Select the vehicle you would like to register. Click on the *Action Ellipses* under actions and select “register vehicle.”

Move to step 3.

| FILTERS | x Reset all | <input type="checkbox"/> | ↕ Vehicle | ↕ Plate Number | Registered | Agency | Actions | |
|--|-----------------------------|--------------------------|-----------|--|------------|----------------|---------------------------------------|---|
| 1 filter applied - Registration status <input checked="" type="checkbox"/> Unregistered x | | <input type="checkbox"/> | > | 2012 5SFNB3522FE297650 | - | ● Unregistered | 018 - United States Postal Service | ⋮ View vehicle details Register vehicle |
| VIN - Search by VIN <input type="text" value=""/> | | <input type="checkbox"/> | > | 2004 NISSAN ALTIMA 1N4AL1D64C158680 | - | ● Unregistered | 018 - United States Postal Service | ⋮ |
| License Plate + Bureau + Point of Contact + Vehicle + Ownership + Year + Vehicle status + Registration status - | | <input type="checkbox"/> | > | 2005 SATURN VUE 5GZCZ63475S808134 | - | ● Unregistered | 018 - United States Postal Service | ⋮ |
| <input type="radio"/> Registered <input type="radio"/> Exempt <input type="radio"/> Incomplete <input checked="" type="radio"/> Unregistered | | <input type="checkbox"/> | > | 2010 CHEVROLET CORVETTE 1G1YD2DW6A5102790 | - | ● Unregistered | 018 - United States Postal Service | ⋮ |
| | | <input type="checkbox"/> | > | 2000 CHEVROLET MONTE CARLO 2G1WX12K6Y9301246 | - | ● Unregistered | 018 - United States Postal Service | ⋮ |

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

Vehicle Registration



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 Registration

Step 3. Complete all the required fields.

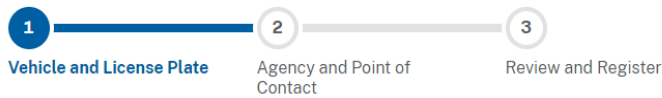
NOTE:

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 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 *

Vehicle Registration

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. Government license plates

| Federal License Plate * | Federal License Plate Expiration Date | Bureau |
|-------------------------------------|---------------------------------------|--------|
| <input type="text" value="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](#)

Vehicle 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.



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 * | Office |
| - Select - | - Select - |

Vehicle Registration

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

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 * [+ Add Contact](#)

[← Previous](#) [Next →](#)

[← Cancel registration](#)

Please provide additional information for this point of contact.

Email *
DONALD.DUCK@GSA.GOV

First Name * Last Name *

MAILING ADDRESS

Country *

Street Address *

Street Address 2 (optional)

City * State / Province / Region *

Zip *

PHONE NUMBER

Phone Number * Extension

[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](#)

Vehicle Registration

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 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

Vehicle Registration

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*.

✔ Vehicle was successfully registered. [Download vehicle registration card.](#)

VIN 1N4AL21EX7N445334

2007 Nissan Altima
[AOC012L](#)

AGENCY OWNED

Search vehicles by VIN number
1N4AL21EX7N445334

Comments 0

Registration Actions

| | |
|---------------------|----------------------|
| Registration status | Registered |
| Registered by | ANGEL RAHMAN |
| 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.

1 **Vehicle and License Plate** 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 *

Vehicle Registration

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](#)

Vehicle Registration

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 *

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 in the “Vehicles Ordered Through GSA AutoChoice” registration section.

Vehicle Registration

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.

| | | | | | | |
|--|---|---|----------------|---|------------------------|---|
| <input type="checkbox"/> | > | 2001 JTEHH20V210064511 | 00000000012842 | ● | Department of |  |
| <div style="border: 1px solid red; padding: 5px;"><ul style="list-style-type: none">Edit vehicle registrationDownload vehicle registration card</div> | | | | | | |
| <input type="checkbox"/> | > | 2009 Hyundai Elantra 1GCGG25C091119294 | 000077 | ● Registered | 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 status | ● Registered |
| Registered by | ANGEL RAHMAN |
| Registered on | 12/21/2021 · 8:20 am |
| VIN verified by | NHTSA Verified VIN |

Registration Actions ^

 Download registration card

Vehicle Registration

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 | | |
|-------------------------------------|---|----------------|---|---------------------------------|---|
| <input type="checkbox"/> | > 2001 JTEHH20V210064511 | 00000000012842 | ● Incomplete | Department of Homeland Security | ⋮ |
| <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 | ⋮ |

Vehicle Registration

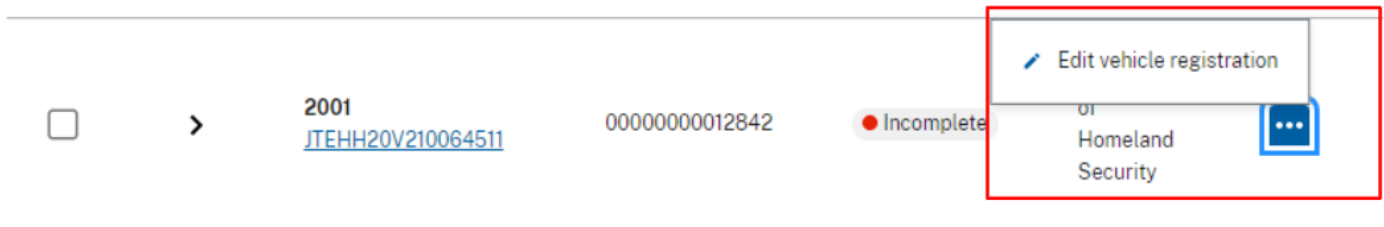
Updating Vehicle Registration Information

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'.



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 X
Comments

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 | 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 | QENKUATUCKW |
| Address | FRROWMRKGRFUEOU TO OBU52QO LKDQQPUPQWDORU, CA 518967419 |
| Phone | 281-707-9774 ext. 0 |

[Edit](#)

POINT OF CONTACT #2

| | |
|---------|--|
| Email | gKpfjRHzjpld@rHipALuNRnHaoW |
| Name | QENKUATUCKW |
| Address | FRROWMRKGRFUEOU TO 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@ZzGwvD |
| Name | jevrPemSxCLpuz |
| Address | fxg t 5Y rYo93NdvAnutIrn9ep Wdcwnouara, DC, 319452351 |
| Phone | 258-964-2475 ext. 0 |

[Edit](#)

Vehicle Registration

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).

VIN 1FTZR15XXWPB02172

Vehicle status *
Active

Year *
1998

Color *
- Select -

Make *
FOR |
FORD
FOREST RIVER
AMERICAN PERFORMANCE TECHNOLOGIES
ABSOLUTE PERFORMANCE

Model *
Search Model... |

FAST reportable *
Yes

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

LICENSE PLATE POC

Update point of contact #2

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

Email: sjz@x2ZD@ZzGwvvD [Change to a different point of contact](#)

First name *
Last name *
jevrPemSxCLpuz

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 *
2580642475

Extension
0

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

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

Vehicle Registration

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

1998 Ford F150
[ZAA8326](#)

AGENCY OWNED

Search vehicles by VIN number
1C3EJ56H7WN265544

Comments 0

Registration status: ● Registered

Registered by: -

Registered on: 11/05/2021 10:51 pm

VIN verified by: Unknown

Registration Actions

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 | ... |

Vehicle Registration

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 | 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 x

Model * Bear Track Products, x

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 x

Model * Bear Track Products, x

Fuel type * Non-Fueled Equipme

FAST reportable * No

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

Vehicle Registration

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

Search vehicles by VIN number

1B9BU08194E584859

2001 BEAR TRACK PRODUCTS BEAR TRACK PRODUCTS, INC.

Comments 0

Unregistered

VEHICLE

| | |
|----------------|-------------------|
| VIN | 1B9BU08194E584859 |
| VIN type | Standard VIN |
| Vehicle Status | Sold |
| Year | 2001 |

LICENSE PLATE



Exporting Vehicle Data

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

Get Started

Here are some links to get you started. Please keep an eye out for new features and updates as we will roll them out regularly.

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.

Vehicle Registration

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.

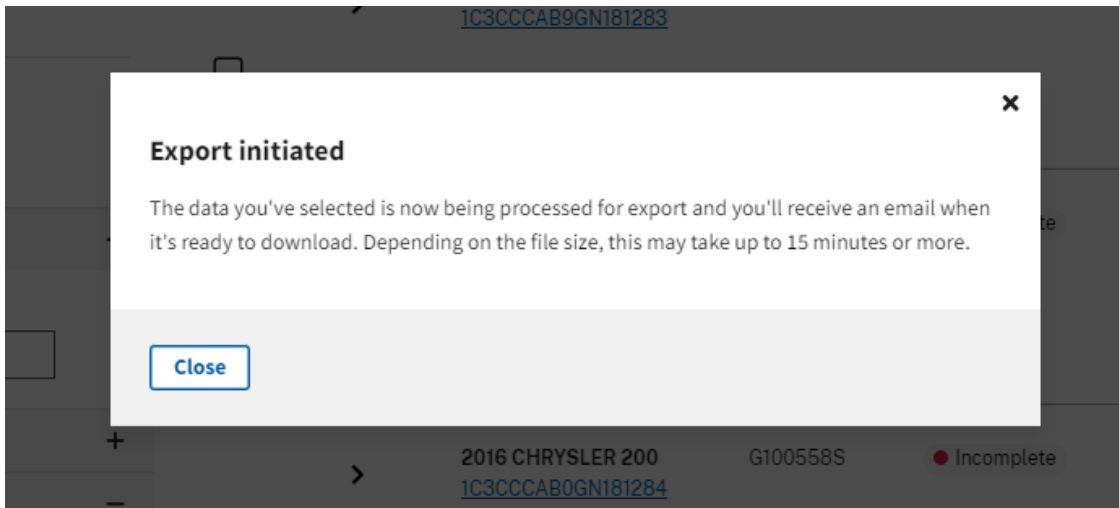
Vehicle Inventory

Hide filters
Export to CSV
Bulk actions

| FILTERS | | | Vehicle | Plate Number | Registered | Agency | Actions |
|---|--------------------------|---|--|--------------|--------------|------------------------------------|---------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> 2 filters applied Reset all </div> | | | | | | | |
| <p>Bureau</p> <ul style="list-style-type: none"> 14 - Bureau of Planning and Marketing <p>Ownership</p> <ul style="list-style-type: none"> GSA Leased | <input type="checkbox"/> | > | 2016 CHRYSLER 200 1C3CCCA89GN181283 | G100556S | ● Incomplete | 047 - United States Postal Service | ... |
| <p>VIN</p> <p>Search by VIN</p> <input style="width: 100%;" type="text"/> | <input type="checkbox"/> | > | 2016 CHRYSLER 200 1C3CCCA85GN181281 | G100557S | ● Incomplete | 047 - United States Postal Service | ... |
| <p>License Plate</p> <p>Bureau</p> <p>14 - Bureau of Planning and Mar</p> <p>14 x</p> | <input type="checkbox"/> | > | 2016 CHRYSLER 200 1C3CCCA80GN181284 | G100558S | ● Incomplete | 047 - United States Postal Service | ... |
| <p>Point of Contact</p> <p>Vehicle</p> <p>Ownership</p> <p><input checked="" type="checkbox"/> GSA Leased</p> <p><input type="checkbox"/> Agency Owned</p> | <input type="checkbox"/> | > | 2016 CHRYSLER 200 1C3CCCA87GN181282 | G100559S | ● Incomplete | 047 - United States Postal Service | ... |
| | <input type="checkbox"/> | > | 2016 CHRYSLER 200 1C3CCCA82GN181285 | G100560S | ● Incomplete | 047 - United States Postal Service | ... |

Vehicle Registration

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.

Your data export is ready

Vehicle inventory

The data you requested via the GSA Fleet website is now available for download from the following link:

[vehicle-inventory_018_04272022.csv](#)

If you have any difficulties, please try your export again or contact GSA Fleet Technical Support at 866-472-6711 from 8:00 a.m. – 7:00 p.m. ET, Monday–Friday. Or email fleet.helpdesk@gsa.gov