



U.S. General Services Administration

License Plate Update

***Vehicle Identification Cards
Trailer License Plates
Reporting Missing Plates***

October 24, 2012



U.S. General Services Administration

License Plate Update

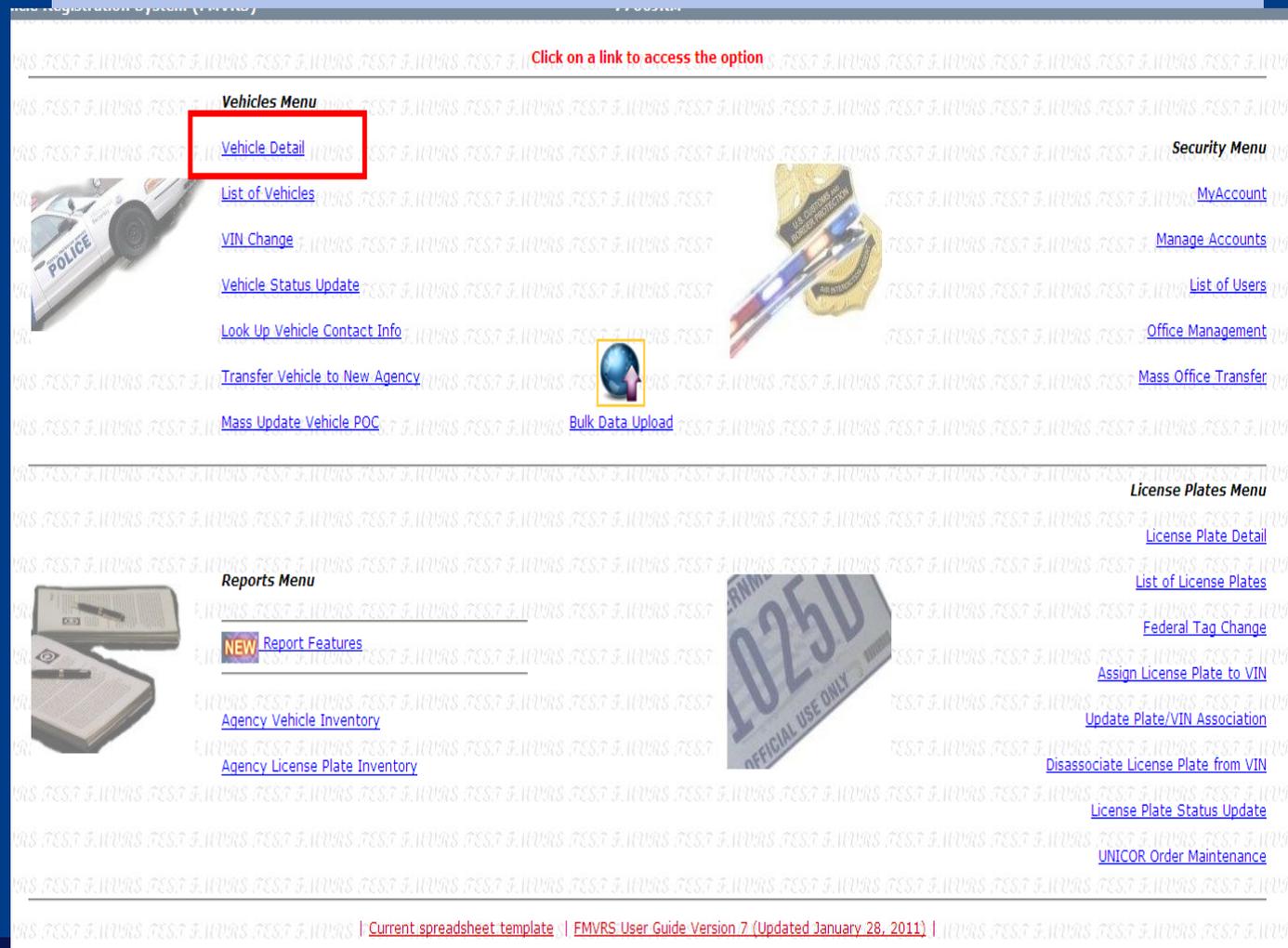
Vehicle Identification Cards

Vehicle Identification Cards

Now Available!

You are now able to print:
Federal Vehicle Identification Cards
through FMVRS menu...

Click on a link to access the option



The screenshot shows the FMVRS menu with several sections:

- Vehicles Menu**
 - [Vehicle Detail](#) (highlighted with a red box)
 - [List of Vehicles](#)
 - [VIN Change](#)
 - [Vehicle Status Update](#)
 - [Look Up Vehicle Contact Info](#)
 - [Transfer Vehicle to New Agency](#)
 - [Mass Update Vehicle POC](#)
- Reports Menu**
 - NEW Report Features**
 - [Agency Vehicle Inventory](#)
 - [Agency License Plate Inventory](#)
- License Plates Menu**
 - [License Plate Detail](#)
 - [List of License Plates](#)
 - [Federal Tag Change](#)
 - [Assign License Plate to VIN](#)
 - [Update Plate/VIN Association](#)
 - [Disassociate License Plate from VIN](#)
 - [License Plate Status Update](#)
 - [UNICOR Order Maintenance](#)
- Security Menu**
 - [MyAccount](#)
 - [Manage Accounts](#)
 - [List of Users](#)
 - [Office Management](#)
 - [Mass Office Transfer](#)

Additional features shown include a 'Bulk Data Upload' button with a globe icon and a 'Security' badge graphic.

Footer: [Current spreadsheet template](#) | [FMVRS User Guide Version 7 \(Updated January 28, 2011\)](#)

Vehicle Identification Cards

- Search by VIN or Tag to pull up desired Vehicle Record.
- Click this button to print a vehicle identification card.

The Official Government Site to Register Federal Vehicles

GSA Fleet General Services Administration

* Main Menu * About FMVRS * Contact Us * Privacy and Security

Motor Vehicle Registration System (FMVRS)

Tag: VIN:

Make changes and click 'Modify' to update.

Vehicle information

Agency: * Bureau: * Office: *

VIN: * Federal Tag: New Tag?:

Vehicle Status: [Click for list of all statuses](#) Additional Tag: Equip: Number:

Make: * Model: * Fuel Type: * Gas

Color: * Commercially-leased: Fast Reported:

Override VIN check:

Customer contact information

Transfer POC information from previous record

Primary (Garage Address) Contact	Secondary Contact
International Address?: <input type="checkbox"/>	International Address?: <input type="checkbox"/>
Name: <input type="text" value="John Pogash"/> *	Name: <input type="text" value="Floyd Gibson, Jr"/> *
Garage Address1: <input type="text" value="'500 12th Street, SW'"/> *	Address1: <input type="text" value="'500 12th Street, SW'"/> *
Garage Address2: <input type="text" value="8th Floor"/>	Address2: <input type="text" value="8th Floor"/>
Garage Address3: <input type="text"/>	Address3: <input type="text"/>
Garage Address4: <input type="text"/>	Address4: <input type="text"/>
Garage City: <input type="text" value="Washington"/> *	City: <input type="text" value="Washington"/> *
Garage State: <input type="text" value="District of Columbia"/>	State: <input type="text" value="District of Columbia"/>
Garage Country: <input type="text" value="UNITED STATES"/>	Country: <input type="text" value="UNITED STATES"/>

Vehicle Identification Cards

- A link will appear allowing you to download the Identification Card.

Register Federal Vehicles GSA General Services Administration

* Main Menu * About FMVRS * Contact Us * Privacy and Security

al Motor Vehicle Registration System (FMVRS) Veh

Tag: VIN:

Vehicle information

[Download Identification Card \(new window\)](#)

Agency: <input type="text" value="21 - Department of the Army"/> *	Bureau: <input type="text" value="108 - Corps of Engineers"/> *	Office: <input type="text" value="E03 - New York District"/> *
VIN: <input type="text" value="1GAHG39U731185662"/> *	Federal Tag: <input type="text" value="AJONES2"/>	New Tag?: <input type="checkbox"/>
Vehicle Status: <input type="text" value="AC-Active"/> Click for list of all statuses	Additional Tag: <input type="text"/>	Equip. Number: <input type="text" value="P3069"/>
Make: <input type="text" value="CHEVROLET"/> *	Model: <input type="text" value="G3500"/> *	Model Year: <input type="text" value="2003"/> *
Color: <input type="text" value="Other"/> * <input type="text" value="White"/>	Fuel Type: <input type="text" value="Other"/> * <input type="text" value="Gas"/>	Fast Reported: <input type="text" value="Yes"/>
Override VIN check: <input type="text" value="No"/>	Commercially-leased: <input type="text" value="No"/>	

Customer contact information

Transfer POC information from previous record

Primary (Garage Address) Contact	Secondary Contact
International Address?: <input type="checkbox"/>	International Address?: <input type="checkbox"/>
Name: <input type="text" value="John Pogash"/> *	Name: <input type="text" value="Floyd Gibson, Jr"/> *
Garage Address1: <input type="text" value="500 12th Street, SW"/> *	Address1: <input type="text" value="500 12th Street, SW"/> *
Garage Address2: <input type="text" value="8th Floor"/>	Address2: <input type="text" value="8th Floor"/>
Garage Address3: <input type="text"/>	Address3: <input type="text"/>
Garage Address4: <input type="text"/>	Address4: <input type="text"/>
Garage City: <input type="text" value="Washington"/> *	City: <input type="text" value="Washington"/> *
Garage State: <input type="text" value="District of Columbia"/>	State: <input type="text" value="District of Columbia"/>

Vehicle Identification Cards

- The top of the Identification card includes vehicle information as it appears in FMVRS.
- Note the NLETS statement.

◆ FOR OFFICIAL USE ONLY ◆

U.S. GOVERNMENT VEHICLE INFORMATION

This Federal vehicle is registered in the Federal Motor Vehicle Registration System (FMVRS). The information below is extracted from the FMVRS vehicle record. Law Enforcement agencies can validate this information through the National Law Enforcement Telecommunications System (NLETS).

Title 41 – Public Contracts and Property Management
Pursuant to 41 CFR 102-34.120, if a Government motor vehicle displays U.S. Government license plates and motor vehicle identification, it need not be registered in the jurisdiction where it is operated; however, it must be registered in the Federal Government Motor Vehicle Registration System.

Agency		Bureau	Office		
Department of the Army		Corps of Engineers	New York District		
VIN		Plate	Expiration Date		
1GAHG39U731185662		AJONES2	05/2018		
Make	Model	Year	Color	Fuel	
CHEVROLET	G3500	2003	White	Gas	

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Vehicle Identification Cards

- The bottom portion of the Identification card includes vehicle POC information as it appears in FMVRS.
- Note the Insurance statement.

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**U.S. GOVERNMENT
MOTOR VEHICLE SELF-INSURED INFORMATION**

This vehicle is provided to employees of the Federal Government to perform official business to meet mission requirements.

The U.S. Government is a self insurer of all motor vehicles operated by their employees within the U.S., its territories and possessions. Claims for money damages against the United States for the injury or loss of property or personal injury or death arising from an accident with a Federal employee operating a government-furnished vehicle and while acting within the scope of employment are covered by the Federal Tort Claims Act (28 U.S.C. 2671 et seq.).

For more information please contact:

Jessica Mueller '500 12th Street, SW' 8th Floor Washington, DC 200240000	Gina Jordan '500 12th Street, SW' 8th Floor Washington, DC 200240000
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Vehicle Identification Cards

- Note that an identification card WILL NOT print for any vehicle displaying an obsolete license plate (i.e. old style license plates without expiration date)
- An identification card will also not print for vehicles that do not display U.S. Government license plates (i.e. vehicles with State issued license plates and vehicles displaying agency off-road identification plates).
- Lost the vehicle identification card? It can be reprinted as needed in FMVRS.

Vehicle Identification Cards

- Initially an identification card can be printed for one vehicle at a time.
- Work is underway to allow “bulk” printing of identification cards for multiple vehicles.
- Consider printing vehicle identification cards on card stock or laminating them so that they will survive in the glove box longer.

Vehicle Identification Cards

- Questions concerning the use of FMVRS to print vehicle identification cards?

Email: GSAfleet@GSA.Gov

- Questions concerning the policies associated with printing vehicle identification cards?

Email Vehicle.Policy@GSA.Gov



U.S. General Services Administration

License Plate Update

Trailer License Plates

Trailer License Plates

- A large number of agencies do not have a license plate design for trailers.
- They are using one-half of a sedan/truck license plate set for trailers.
- The 2nd plate is a security threat, an inventory problem, and corrupts FMVRS records when one plate – but not the second – is returned for destruction.



Trailer License Plates

What to do?

Contact UNICOR to request a Trailer plate design

It is highly recommended that your trailer plate design end with the letter “T”

Should only be able to be ordered as a single plate



Trailer License Plates

- Not sure if this includes your agency?
Check your UNICOR License Plate Store web-page to see if a “trailer license plate” is listed for each activity with trailers in their vehicle inventory.
- Still not sure? (or if you have questions)
Send email to vehicle.policy@GSA.Gov





U.S. General Services Administration

License Plate Update

Reporting Missing Plates

**When a U.S. Government License Plate is
discovered to be missing.....**

**Change the Status in FMVRS
to “MS” (Missing) at once.**

**Do Not Wait to See if It Can Be Found.
Do it Right Away.
Your Prompt Action is Important.**

Besides Changing the Status in FMVRS, What Else Should I do When a Plate is Missing?

You must report the loss or theft of U.S. Government license plates immediately to your local security office (or equivalent), local police, and to GSA Fleet when a GSA Fleet leased motor vehicle is involved.

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How is Law Enforcement Involved in the Recovery of Missing License Plates?

National Law Enforcement Telecommunications Service (NLETS):

FMVRS sends a message to NLETS that is relayed to Law Enforcement Officer when querying on a missing plate

GSA Office of the Inspector General:

GSA OIG Office of Investigations can provide investigative assistance to Federal, State, Local or military law enforcement.

Federal Protective Service:

Monitors and scans plates near Federal buildings.
Monitors on-line sales sites for Federal plates

What else are My Responsibilities for the Management of U.S. Government License Plates?

Ensure that all U.S. Government license plates, both new & old design, are registered in FMVRS

Change the status in FMVRS upon receipt

“Received” if placing in storage

“attached” when mounting on a vehicle

(You have a 2 week window - then notices are sent.)

Safeguard license plates in your possession

Return all excess plates to UNICOR for destruction

Change FMVRS status & report missing/stolen plates

Remember...

Change the status in FMVRS immediately when a plate is missing (today...not tomorrow)

Can be changed back if the plate is found.

Questions?

Vehicle.Policy@GSA.Gov