

Plate Policies

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Fed**Fleet** 2025



Who are we?

GSA's Office of Government -wide Policy, Office of Asset and Transportation Management, Vehicle Policy Division

Vehicle Policy: Seeks to improve management and enhance the performance of the motor vehicle fleets operated by federal agencies.

Federal Fleet Activities :

- 1) Vehicle management regulations, policies, and programs;
- 2) Examining new technologies and automated systems;
- 3) Analyzing the impact of current and proposed regulations, laws, Executive Orders, and international agreements;
- 4) Federal Automotive Statistical Tool (FAST);
- 5) Federal Fleet Policy Council (FEDFLEET);
- 6) Education and training.

Vehicle Policy Division's Role

- Provides Federal Management Regulation (FMR) guidance to executive agencies for the identification and registration of Federal motor vehicles:
 - Motor Vehicle Identification, FMR 102-34.85-105
 - License Plates, FMR 102-34.110-150
 - Identification Exemptions, FMR 102-34.155-195
 - Establish license plate prefix codes
- Desk Reference Guide, U.S. Government License Plates
- www.gsa.gov/vehiclepolicy

Federal License Plates Policy Highlights

- 1) The modernized GSAFleet.gov
- 2) Tracked from manufacture until destruction (Barcodes)
- 3) License plates returned to UNICOR for destruction
- 4) Plates cannot be reassigned to another vehicle - Use once and return for destruction
- 5) Law enforcement can check registration and vehicle status
- 6) Plate design has evolved to enhance security and tracking

Expiration Dates

Background

In 2007, GSA OIG recommended that GSA should consider enhancing security for law enforcement entities by establishing a requirement for expiration dates on all Federal plates.

Background

Reduce the likelihood of stolen or lost plates being used indefinitely without detection.

Background

LE/Security could potentially use an expired tag as a warning flag that a license plate may have been stolen and used to inappropriately gain entry to a facility or perpetrate a crime.

Expiration Dates

Background

The Federal Acquisition Service (FAS) and Office of Governmentwide Policy (OGP) concurred with this recommendation.

By 2012, all Federal vehicles have expiration date license plates

Background

8-year timeframe resulted from negotiation and agreement among Federal fleet managers.

Background

Expiration dates are not required by statute or the Federal Management Regulation.

GSA MOU with UNICOR requires expiration dates as part of license plate design.

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Optional Expiration Dates

Why?

GSA OIG indicated that this was a business management decision and after discussion did not object to the eliminating plate expiration dates.

Benefits

Reduces administrative burden and costs such as: purchasing, shipping and installing replacement tags; managing tag destruction processes; issuing new fleet charge cards associated with tags (GSA leased fleet)

Benefits

Minimizes/eliminates security risks associated with the time period when two sets of plates for a single vehicle are in the mail (new plates and those set for destruction).

Optional Expiration Dates – Things to know

- 1) Standard Design still incorporates expiration dates
- 1) Agencies must opt out to eliminate expiration dates from agency plates
- 1) Agencies must reach out to UNICOR to opt out
- 1) GSA Fleet eliminating expiration dates from their plates

Federal License Plate Program

Daniel Lindner, UNICOR

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Ordering plates from UNICOR

Log in at:

<https://www.unicor.gov/taghome.aspx>

Go to the ‘Federal Stores option and select License Plate Store.

Ordering plates from UNICOR

If you get this message, send an email to CUSGDLP@USDOJ.GOV

It can either mean that we have not received approval for your account, or that your account has been removed for inactivity.

Ordering plates from UNICOR

This is what your screen should look like if you have an active account. It will list the plates you've been approved to purchase.

Order New – used to purchase a new plate that has never been issued.

Renew – used to purchase expired or expiring plates.

Replacement – Used for replacing a damaged plate (**this cannot be used to replace lost or missing plates**).

Ordering plates from UNICOR

Click on Edit, and update your account accordingly.

E-mail Addresses cannot be updated from this page. If you are updating your e-mail, please notify CUSGDLP@usdoj.gov so we can update the License Plate Store.

Bureau codes can be updated on-line. If you issues updating your bureau code, contact us at CUSGDLP@usdoj.gov

Ordering plates from UNICOR

When you select the edit option, you should see this screen.

When you are finished making changes, select “Updated” and you will see a prompt that your account has updated successfully.

GSAFleet.gov Vehicle Registration

Christian Oddsund &
Cory Donnelly, GSA Feet

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Vehicle Registration System

GSAFleet.gov is the home for federal vehicle registrations and license plate inventory management.

- Reconcile your UNICOR license plate order
- Register your newly acquired vehicle
- Begin the process to submit plates to UNICOR for destruction

License Plate Order Reconciliation

License plate orders need to be reconciled in order to be assigned to a vehicle in GSAFleet.gov

License Plate Order Reconciliation

- Search UNICOR sales order number (no leading zeros)
- Additional filters
 - Search by point of contact
 - Search by order status
- No order loaded error

Exchange Plate Identifier

- When the plates are reconciled, you are notified immediately if there is an expired plate with the same number in the system
- You can navigate directly to the registration page for the vehicle that is assigned to that plate and exchange the plates on the registration information

Exchange Plate Identifier

Clicking the “yes” hyperlink will take you to the vehicle details page. There, you can verify the POC information for the vehicle and exchange the expiring plate for the new plate on the vehicle registration document.

License Plate Destruction

- Automates the completion of the Federal Motor Vehicle License Plate Return Form
- Updates plate status to “Pending Destruction” in the registration system

Bulk Submit For Destruction

- Users can bulk submit license plates for destruction by filtering on the license plate details page, selecting each plate, and clicking the blue license plate actions button

Lost/Stolen Reporting

- Missing U.S. Government license plates pose a very serious security concern. It is important that a missing license plate has its GSAFleet.gov status changed to “missing” as soon as it was noticed. If the plate is used by unauthorized persons and spotted by law enforcement, agents will receive a message through the National Law Enforcement Telecommunications System (NLETS) that the plate is missing and to approach with caution. Your quick action to change the missing plate’s status to “missing” in GSAFleet.gov is critically important. There is no penalty for listing a plate as missing. Note: Lost or Missing License Plates cannot be re-ordered
- Identifying a Vehicle as “Missing” will automatically update the status of the plate to “Missing”
- Independently update the status of the plate to “Missing”
- If found, plates can be updated to “Received”
 - Must first be submitted for destruction
 - Cannot be registered to a different vehicle

Vehicle Registrations

- A complete vehicle registration is one that has:
 - 2 complete unique points of contact
 - Vehicle Year, Make, and Model
 - Vehicle Group
 - Color
 - Fuel Type
 - FAST reporting designation
- If any key identifiers are missing, the vehicle is listed as “Incomplete”
- Vehicle Year, Make, and Model typically pulled through NHTSA VIN Validation
- Those items that are not NHTSA Validated can be manually entered during registration process

Upcoming Enhancements

- Makes/models
- No expiration date registrations for agency owned vehicles

If you would like a copy of this presentation, email fedfleet@gsa.gov



Thank you!