

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b>		Fleet Services Vehicle Registrations/Titles	
		<b>Applies to:</b>		<b>Effective Date:</b> 6/30/2022 <b>Revised Date:</b> 6/1/2025 <b>End Date:</b>	
		All Executive Branch Employees, Non-Employees Representing the State			
X	<b>Policy</b>	<b>Approved by:</b>	Director Adam Steen	<b>Policy #</b>	650.050
X	<b>Procedure</b>	<b># of Pages:</b>	1	<b>Procedure #</b>	650.050
	<b>Other</b>	<b>Instruction:</b>			
<b>Legal Authority:</b>					

**I. Purpose**

- A. The purpose of this policy is to advise agencies of how vehicle registrations and titles are stored and handled.

**II. Policy**

- A. DAS Fleet Services is responsible for retaining and managing all vehicle titles, registrations and unused license plates.

**III. Procedure**

**A. Guidelines**

1. Agencies must contact DAS Fleet Services to request replacement license plates or registration stickers.
2. Requests for renewal registrations or stickers must be submitted to DAS Fleet.
3. Requests for new confidential or undercover plates must be submitted to DAS Fleet Services and must include a written justification. All new requests require approval from the DAS Director.
4. DAS Fleet Services is responsible for the secure storage of extra official plates. Agencies are required to return all unused plates to DAS Fleet Services.

**B. Communication**

1. This Policy is available on the DAS Fleet Services website.
2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.