

## APD ALERT

### Compliance in Displaying New Style License Plates



#### **REMINDER**

**No later than October 1, 2011, Area fleet managers are responsible for replacing all old style license plates with the new style Federal license plate.** All vehicles and equipment that access public roads must display the new style plate by October 1, 2011.

The new official plate is embossed with the USDA logo and has an 8-year expiration date (see picture above). The new plate is available as a pair (for traditional vehicles) and as a single plate (for trailers, etc., that access public roads). The standard vehicle plate (pair) costs \$8.00 plus shipping. The smaller motorcycle/trailer plate (single) costs \$4.39 plus shipping.

UNICOR ([www.unicor.gov](http://www.unicor.gov)) is the mandatory source for license plates. Through UNICOR's License Plate System (LPS), fleet managers may replace old style plates with new plates using the same plate number (bulk replacement ordering process) or request new plates with new plate numbers. Enclosed is USDA's License Plate Ordering Process. This document provides an overview of the process, lists the cost for plates, and provides instructions for **recycling license plates through UNICOR**. Do not store the old plates.

#### **CONFIRMATION**

Area fleet managers will send an email to [Cheryl.Brumback@ars.usda.gov](mailto:Cheryl.Brumback@ars.usda.gov) confirming that all Area fleet vehicles are in compliance with **displaying** the new style tags.

#### **CONTACT**

Direct questions to Cheryl Brumback on 301-504-1096, [Cheryl.Brumback@ars.usda.gov](mailto:Cheryl.Brumback@ars.usda.gov)

**ISSUE DATE: March 29, 2011**  
**UPDATED: September 2011**

**APD ALERT NO. 2011-P11**

Enclosure

# USDA License Plate Ordering Process

## Background

USDA has implemented a new License Plate Ordering Process through UNICOR. USDA no longer uses the Beltsville Service Center as the central location for ordering tags. Per GSA guidance, all Government vehicles that have public road access must display the new style license plates, plates with an expiration date, **no later than October 1, 2011**.

The current license plate number that is associated with a vehicle may be used on the new style plate. This allows fleet coordinators to retain the same fleet charge card associated with the vehicle because the license plate number has not changed.

## Ordering Process

### License Plate System through UNICOR

Under the new process, agencies are required to order their tags directly from the Federal Prison Industries' (UNICOR) web-based License Plate System (LPS) ([www.unicor.gov](http://www.unicor.gov)). The Agency Fleet Manager will forward individual user access to USDA's Property Management Division (PMD). PMD will forward access requests to UNICOR. UNICOR will grant user access and provide an ID and password directly to the user. Users must use a Purchase Card or a Purchase Order (PO). Users may not use the Fleet card to order plates.



UNICOR ships tags within 20-25 business days. After receipt, user's must confirm receipt of plates from UNICOR in the Federal Motor Vehicle Registration System (FMVRS). Figure 1 below illustrates the complete process.

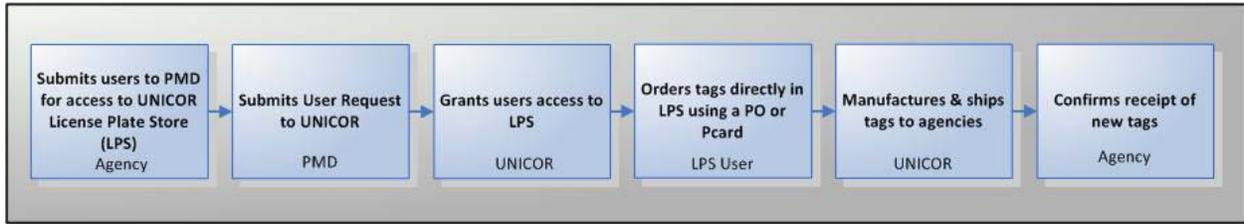


Figure 1: USDA License Plate Ordering Process

### Replacement License Plates

As stated earlier, all Government vehicles that have public road access must display the new style license no later than October 1, 2011. The system allows users to request new plates, with new plate numbers or request “replacement plates” using the same plate number from the old style plate. The current license plate number that is associated with a vehicle may be reordered through the LPS as long as it is placed on the same vehicle. This allows fleet coordinators to retain the same fleet charge card associated with the vehicle because the license plate number has not changed.

User’s may order replacement license plates one at a time or in bulk. For bulk replacements, the user should click on the “Copy Your List” tab in the LPS and follow the instructions on the screen. User’s must list each individual plate number (cannot list A123456 through A123556). See the depiction of this in Figure 4 below.

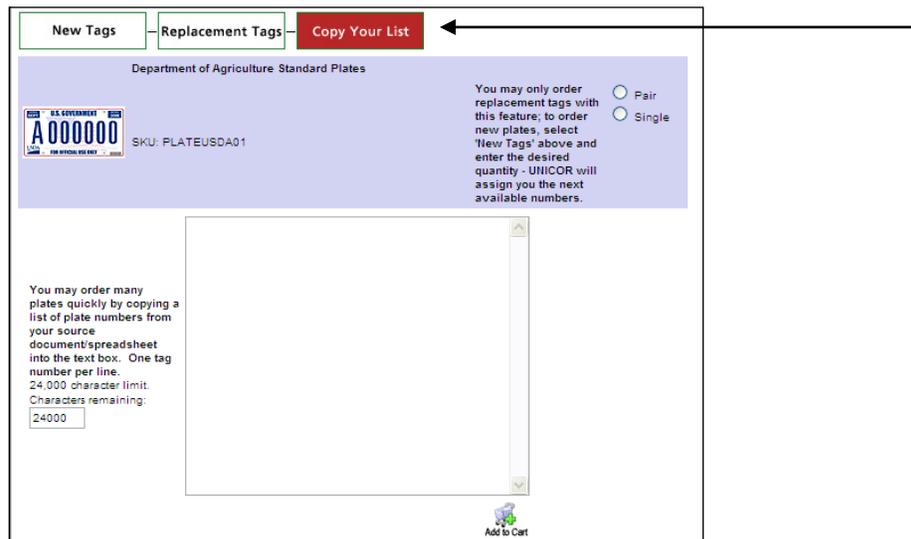


Figure 2: Copy Your List Tab in LPS for Replacements

## License Plate Costs

Standard vehicle plates (pair) cost \$8.00 plus shipping. The smaller, trailer/motorcycle plates costs \$4.39 (single plate) plus shipping. Shipping costs are dependent on the number of tags shipped to one location; the more tags shipped to one location, the lower the shipping costs. See below for a list of the shipping costs.

Min. Quantity	Max. Quantity	Freight Charge	Boxes
1	5	\$ 10.00	1
6	10	\$ 15.00	1
11	20	\$ 20.00	1
21	50	\$ 40.00	1
51	100	\$ 75.00	1
101	150	\$ 115.00	2
151	200	\$ 150.00	2
201	250	\$ 188.00	3
251	300	\$ 225.00	3
301	350	\$ 263.00	4
351	400	\$ 300.00	4
401	450	\$ 338.00	5
451	500	\$ 375.00	5
501	550	\$415.00	6

## New USDA ID License Plates

USDA has implemented an ID plate for equipment that does not use public roads, but needs to be identified such as trailers, snowmobiles, ATV, heavy equipment, etc. Agencies do not register equipment with an ID tag in the FMVRS. Agencies are prohibited from assigning an ID License Plate on vehicles that have public road use.

Examples of the ID license plate design versus a standard license plate design are displayed below.



ID License Plate Design



Standard License Plate Design

### Lost/Stolen Plates or ID Tags

USDA policy requires that in the case of a lost or stolen license plate or ID plate, agencies must assign a new plate and report the plate as lost/stolen in the Federal Motor Vehicle Registration System (FMVRS).

### The FMVRS Interface

The Federal Motor Vehicle Registration System (FMVRS) captures information for all Government-owned/operated vehicles. The FMVRS assists law-enforcement with quickly and accurately identifying vehicles uploaded in the system. When Agencies order new vehicles through GSA, the vehicle information (minus garage location and point of contact) will be added into the FMVRS directly from GSA. When license plates are ordered there is an interface between UNICOR's LPS and the FMVRS, which gives the Fleet Manager the ability to complete the match between the two systems without doing a complete manual data upload.

## License Plate Recycling

UNICOR has agreed to collect and **recycle all used tags at no cost to USDA**. Agencies must not store old license plates, they must be destroyed. Agencies can destroyed plates through UNICOR's recycling program. Shipping is paid through the UNICOR shipping account through UPS. UNICOR will send out a formal notification that the old tags were destroyed. UNICOR will also update the FMVRS with tags that have been destroyed. The Standard Operating Procedures established by the U.S. Department of Justice for recycling license plates is listed in Appendix A.



**U.S. Department of Justice**

## **UNICOR Sign Factory**

Federal Prison Industries, Inc.

Federal Correctional Institution

14601 Burbridge Road, S.E.

Cumberland, MD 21502

---

## **Recycling of Obsolete Federal License Plates**

All tags will be documented on the attached form. A copy of this form will be placed in each box being returned to UNICOR.

All tags will be returned to the factory via UPS, using account number **A5678T**. Return tags to:

**UNICOR**

**14601 Burbridge Road, SE**

**Cumberland, MD 21502**

**Attn: Tag Recycling**

**If you do not already have an account set up with UPS, please call 301.784.1000, extension 4018. Our Warehouseman will ensure that UPS has the proper paperwork when they come to pick up your tags.**

Upon arrival at UNICOR, the plates will be inventoried, and any discrepancies will be immediately documented, and reported to the point of contact on the return form.

Once the all of the plates have accounted for by UNICOR, they will be destroyed and the scrap will be recycled.

After the plates have been destroyed, UNICOR will certify their destruction by signing the bottom of the form and returning it to the agency point of contact listed on the form.

UNICOR will log the plates in the FMVRS as “DS” (Destroyed).

## **Federal Motor Vehicle License Plate Return Form**



