

***Q: “How do I request a license plate for my state vehicle?”***

**A:** For any vehicle leased through Fleet Management Division, our agency will handle all paperwork and request the registration and plate from the Department of Motor Vehicles on the leasing agency’s behalf. We can also request transfers of Class-A plates (only) if the agency in question wishes to retain their already designated undercover plate.

For agency-purchased vehicles (that are new), the spending unit would submit to the DMV:

1. Dealer Invoice (copy)
2. DMV title application (DMV-1- TR) (original)
3. Manufacturer’s Certificate of Origin (original)
4. Odometer Statement (original)
5. wvOASIS print out from FARCOMP screen (with the “Specifications” section and “Acquisition/Disposition” section expanded)

Both Class-A (undercover) plates or Blue and Gold state plates can be requested and need to be submitted to the appropriately designated individuals within the DMV. Please contact FMD for the name of the current assignees for these respective tasks.