

Fleet Services

Vehicle Registration

Fleet Services is responsible for licensing all university owned vehicles and equipment. All titling documents and original registration must be kept and maintained by Fleet Services.

Helpful Links

UC Davis Policy & Procedure Manual ([PPM Section 300-30, University Owned Vehicles](#)).

Typical Documents Needed for Registration

If vehicle/equipment is new:

- Copy of Invoice (showing sales tax paid)
- Application for Registration of New Vehicle from Dealer (DMV form REG 397)
- Manufacturers Certificate of Origin (if non-vehicle or vehicles from out of state dealers)
- Picture of Vehicle (digital preferred)
- DaFIS account number to recharge for DMV transaction fee
- Copy of Purchase Order
- Vehicle Verification form completed by licensed vehicle verifier or DMV agent (if applicable)

If vehicle/equipment is used:

- Dealer Report of Sale or Bill of Sale (showing use tax paid)
- Vehicle/Vessel Transfer Form (DMV form REG 262 completed by seller)
- Title with seller's signature and releasing information (All lien holders must also release their interest in the vehicle by signing the title)
- DaFIS account number to recharge for DMV transaction fee
- Picture of vehicle (digital preferred)
- Copy of Purchase Order
- And, if applicable to the transaction, one or more of the following documents are also required:
 - Weight Certificate
 - Smog Certificate
- Vehicle Verification form completed by licensed vehicle verifier or DMV agent