

# 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