

VEHICLE TAG (STATE LICENSE PLATE) AND TITLE PROCEDURES

- Florida vehicle dealers are responsible for processing all tag (license plate), title and registration documents with the Department of Motor Vehicles (DMV) and forward a copy of the documents to the UCF Procurement Services Department.
- All title and registration paperwork must use the following address:

University of Central Florida
12479 Research Parkway
Orlando, FL 32826
- UCF Procurement Services will notify the department when the new YELLOW STATE license plate and original copy of the registration is ready for pick-up. A representative from the department must sign for the delivery of the new license plate (no inter-campus mail). The original title is maintained in the Procurement Services department; a scanned copy will be emailed to the department.
- Out-of-state dealers must forward all paperwork to the UCF Procurement Services department for processing through the FL DMV (same address as above).
- The cost for license plates and titles are the responsibility of the department purchasing the vehicle. Procurement Services will use their P-card for the initial purchase with the understanding that the department will complete an internal transfer of funds to the Procurement Services account.
- Please note that the normal process for all license plates and title work takes approximately thirty (30) days to complete. For information about temporary plates, please contact the Procurement Services Department.

TRAILER, VESSEL AND ATV PROCEDURES

- All original Manufacturer Certificates of Origin (MCO) or Certificates of Origin (CO) should be sent to the Procurement Services department with a copy of the purchase order or the original bill of sale.
- As necessary, Procurement Services will process the paperwork for titles, tags or off-highway stickers.
- The cost for license plates, off-highway stickers and titles are the responsibility of the department purchasing the vehicle. Procurement Services will use their P-card for the initial purchase with the understanding that the department will complete an internal transfer of funds to the Procurement Services account.