



# Procurement Services

## **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 forwarding a copy of the documents to UCF Procurement Services. All title and registration paperwork must be signed by Procurement Services management. Review the Vehicle Document Signature Procedures.
- All title and registration paperwork must use the following address:

University of Central Florida  
12424 Research Parkway, Suite 355  
Orlando, FL 32826

- UCF Procurement Services will notify the department when the new YELLOW STATE license plate and original copy of the registration are 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 by Procurement Services; a scanned copy will be emailed to the department.
- Out-of-state dealers must forward all paperwork to the UCF Procurement Services Department (same address above) for processing through the Florida DMV.
- The costs for license plates and titles are the responsibility of the department purchasing the vehicle. Procurement Services will obtain these items through the DMV with the understanding that the department will reimburse Procurement Services via interdepartmental transfer.
- 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 Procurement Services.

## **TRAILER, VESSEL AND ATV PROCEDURES**

- Florida vehicle dealers generally process the paperwork for tags, titles and off-highway stickers with the DMV. Dealers should forward a copy of the documents to Procurement Services. Procurement Services will process the paperwork if needed.
- When a dealer does not process the tag and title paperwork, all original Manufacturer Certificates of Origin (MCOs) or Certificates of Origin (COs) should be sent to Procurement Services with a copy of the purchase order or the original bill of sale for DMV processing.
- The costs for license plates, off-highway stickers and titles are the responsibility of the department purchasing the vehicle. Procurement Services will obtain these items through the DMV with the understanding that the department will reimburse Procurement Services via interdepartmental transfer.